



DEPARTMENT OF THE ARMY  
301<sup>st</sup> MILITARY INTELLIGENCE BATTALION (TSB)  
6201 EAST OAK STREET  
PHOENIX, AZ 85008-3494

S: 26 October 2020

AFRC-MIR-AZ

23 September 2020

MEMORANDUM FOR All Soldiers, 301<sup>st</sup> Military Intelligence Battalion, (TSB), 6201 E Oak Street, Phoenix, AZ 85008

SUBJECT: 301<sup>st</sup> Military Intelligence Battalion, Junior Enlisted Promotion Selection Board for consideration to Sergeant and Staff Sergeant SGT/SSG

1. Reference:

- a. Department of the Army Regulation 600-8-19, Enlisted Promotions and Reductions, 16 May 2019.
- b. DAPE-ZE Memorandum, SUBJECT: Consolidated Exceptions to Policy Concerning Enlisted Promotions During the Coronavirus (COVID-19) Outbreak
- c. AFRC-TNC-ABI Memorandum, SUBJECT: Approval for Battalion Command Sergeant Major (CSM) to Recommend Soldiers for Enlisted Promotion During Coronavirus (COVID-19) Outbreak

2. The 301<sup>st</sup> MI Battalion, CSM will conduct a Hybrid Troop Program Unit (TPU) Junior Enlisted Promotion Board in compliance with reference 1b and approved by reference 1c during 07 November 2020. All eligible Soldiers must submit a completed promotion packet to the S-1 no later than (NLT) 26 October 2020, late packets will not be accepted. These packets will be digital; paper packets will not be accepted.

3. Commanders will notify all eligible Soldiers of this board. Sergeants and below who are within the zone of consideration must submit a promotion packet or a Declination of Consideration statement. First-line leaders will counsel Soldiers if the CSM denies recommendation IAW AR 600-8-19, 1-28.

4. Complete and accurate packets are the responsibility of the Soldier and the Soldier's leadership. ARAs and the S-1 will check for promotion eligibility IAW 600-8-19. Failure to assemble a packet in a professional, neat, and accurate manner is a reflection of the Soldier and will be noted by the CSM.

- a. Packets will be submitted as one digital Adobe Acrobat PDF per Soldier, either as a complete scan or with the attachments embedded into the Adobe Acrobat PDF.

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b. In accordance with reference 1b, Soldiers are authorized to use their last passing Army Physical Fitness Test (APFT) score and Weapons Qualification, regardless of when it was last administered.

5. Letters or memorandums to the President of the Board will outline missing documents and deficiencies that are beyond the Soldier's control. Outdated documents are not acceptable missing documents unless the Soldier has an outstanding circumstance. In accordance with reference 1b, the CSM is requesting NCO support channel recommendations. A recommendation memo is required from the Soldier's First Sergeant.

6. AGR Soldiers who are recommended by their Chain of Command will submit their promotion packets by the suspense date. AGR Soldiers will then present themselves via Microsoft Teams IOT answer the Promotion Board questions. The group chat's name is the 301<sup>st</sup> Hybrid Junior Promotion Board November.

7. The CSM will be the President of the Board and the Battalion Commander (BC) will be the approval authority.

8. Once the packet has been submitted to the board, the Soldier cannot decline consideration. However, if selected and placed on the recommendation list, the Soldier may request in writing to be removed from the list.

9. The Point of contact for this memorandum is SFC Rudy J. Martinez, BN S1 NCOIC at commercial 562-528-6031 or [usarmy.usarc.mirc.list.301-mi-bn-s1@mail.mil](mailto:usarmy.usarc.mirc.list.301-mi-bn-s1@mail.mil)

ENCLS (10)  
DISTRIBUTION:  
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MARCUS F. MONTOYA  
CSM, USA  
President of the Board