

(Appropriate Command Letterhead)

(Office Symbol) (AR 600-8-19)

(Date)

MEMORANDUM FOR Commander, XXX Infantry Battalion, Fort Pentagon, Washington DC
20310

SUBJECT: Promotion Board Proceedings for Promotion to SGT and SSG

1. The XXX Infantry Battalion Enlisted Promotion Board convened at 0800, 27 November 2011, in accordance with AR 600-8-19, Chapter 3, to consider Soldiers for promotion recommendation to SGT and SSG.

2. The following members were present:

CSM Robert L. Chambers – President
1SG Martin L Kinsey – Member
1SG Wesley Johnson – Member
SGT William Plate – Recorder w/o vote

3. Of those considered for promotion, the majority of board members recommend the following Soldiers for promotion list integration:

<u>NAME</u>	<u>LAST 4 (SSN)</u>	<u>Recommended Rank</u>	<u>Recommended MOS</u>
Smith, Stanley	x-9999	SSG	11B
Black, Paul F.	x-7777	SGT	11B
Jones, Andrew B.	x-4444	SGT	54B

4. The board considered but did not recommend (by a majority vote) the following Soldiers for promotion list integration:

<u>NAME</u>	<u>LAST 4 (SSN)</u>	<u>Primary MOS</u>
Adams, Roland	x-2222	11B

5. The board adjourned at 0945, on 27 November 2011.

6. Recommend integration of the Soldiers identified in paragraph 3 into the promotion recommended list.

AUTHORITY LINE:

ROBERT L. CHAMBERS
CSM, USA
Promotion Board President

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MEMORANDUM FOR S-1 (or appropriate Promotion Work Center)

SUBJECT: Promotion Board Proceedings for Promotion to SGT and SSG

1. Reference (Office Symbol) Promotion Board Proceedings for Promotion to SGT and SSG (dated ddmmyyyy) (enclosed).
2. Approved (or disapproved).

JULIAN A. WILLIAMS
LTC, IN
Commanding

Encl
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