



The New York City Department of Education
FRANCIS LEWIS HIGH SCHOOL

Dr. David Marmor, Principal
58-20 Utopia Parkway, Fresh Meadows, New York 11365
Tel. 718-281-8200

1/28/2021

MEMORANDUM OF INSTRUCTION

Subject: (LET 3 ONLY) Cadets' Spring Promotion Board

1. The Patriot Battalion will conduct the LET 3 Spring Promotion Board on **Saturday, February 27, 2021**, at **0800**. LET 3 Spring 2021 Promotion Board will be conducted remotely via Zoom. Each cadet will be scheduled for their specific time slot and the corresponding Zoom code will be provided. Board members will assemble in their assigned board rooms by **0730**.
2. The following leaders have been selected as board members. Board members will ask **no more than 3 questions per cadet**. Class knowledge that board members will ask are questions only provided by Army Instructors.

Officer	PRESIDENT	1) Cadet Creed/Pledge of Allegiance/Leadership Questions
NCO	MEMBER (LET 4)	2) Knowledge Sheet/Class Knowledge
NCO	MEMBER (LET 4)	4) Drill Questions/Company Mottos
Staff Member	RECORDER	No Questions

3. The promotion recommendation lists will be turned in to the cadet Command Sergeant Major by the Army Instructors no later than **Thursday, February 11, 2021**.
4. Cadets participating in the board and board members will be in dress-for-success attire (further information about appropriate wear will follow). Company Leadership and Class Leaders are responsible for preparing their cadets to dress-for-success for their upcoming board.
5. LET 3 Spring 2021 Promotion Board will not test cadets on Drill & Ceremony due to virtual setting.
6. Board members are responsible for the board to start on time. The board's president is responsible for all board members' conduct and professionalism. The board president is responsible for informing the corresponding Army Instructor in the case of technical issues and if the board cannot continue.
7. Army Instructors will provide a list of approved board questions based on class knowledge that will be used across all boards by **Thursday, February 11, 2021**. Board members will ask accordingly to their assigned roles.

Charles Cabrera
CSM, Army Instructor

Vanessa Khachatryan
c/CSM, JROTC