



**LEE High School**  
Army Junior Reserve Officers' Training Corps  
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NEISD-LEE

19 January 2022

MEMORANDUM FOR Cadet Leaders of Legacy of Educational Excellence JROTC Program

SUBJECT: Selection process for leadership positions in the Volunteer Battalion for the 2022-23 School Year

1. The leadership positions for the 2022-23 school year will be selection process will be conducted over the next few months. Every leadership position is up for consideration. The purpose of this process is to identify candidates, assess their interest and dedication to pursue further leadership opportunities. Further, we will select and place the Cadets into positions where they can develop their own skills and find the most success for the organization and themselves.
2. There are two simple topics that will be assessed in everything you do as a leader. You must be prepared to abide by these considerations to be a leader in the battalion.
  - a. Personal appearance understanding- again- you must set the standard and be the example. You chose this program and as such, we expect you to adhere to the personal appearance standards as outlined in CCR 145-2. Follow the standards and you will be successful.
  - b. Personal Conduct- Do not get in trouble. Do not be a discipline problem. You must maintain passing grades. If you have grade challenges, we will work with you to get the help you need. Be an example for others to follow.
3. The selection process will have four steps and be conducted in the following manner:
  - a. Letter of Interest – Interested candidates must provide a letter to nominate yourself for consideration and explain why you want to be a leader in the Volunteer Battalion. In a typed letter to the selection board, explain why you want to take on the challenge of being a leader. There is no word count requirement. The document must be attached to the email. Your letter will be evaluated on its content. The letter must be sent to the SAI and AI via email by 5pm on 18 March 2022. The email addresses are at the bottom of this memo. No late nominations will be accepted.
  - b. LEE Volunteer Battalion Knowledge Packet Exam- The exam will be a selection of 50 questions from across the packet. The packet is available online and hard copy. The information in the packet is general knowledge that will make you successful in the program. You should already have a good grasp of the material.

Study the packet and you will be successful. The exam will be held at 7:30 am on 4 April 2022.

- c. Leader Selection Board- Candidates will participate in a selection board. The board will test your JROTC curriculum knowledge and willingness to be a leader. The board will be conducted in Class A uniform. The board members will be the SAI, AI, the current Cadet Battalion Commander, and a faculty member. The board will consist of questions from the knowledge packet and open-ended questions to discuss your leadership experiences and ideas. The Leader Selection Board will be held on 7 April 2022.
  - d. If selected, completion of Cadet Leadership Agreement by the Cadet and parent/guardian will be required. Being a leader is a commitment to make yourself and the members of the organization better.
4. After the completion of the Board, the SAI and AI will select candidates for the positions where they will have and provide the greatest growth benefit to the organization and the individual.
  5. Point of contact this action is 1SG(R) Hector Reyes at (210) 356-0859 or [hreyes3@neisd.net](mailto:hreyes3@neisd.net) or the undersigned at (210) 356-0858 or [khenso@neisd.net](mailto:khenso@neisd.net).

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