

**OFFICER/WARRANT OFFICER PROMOTION PACKET CHECKLIST**

Name(Last, First, MI): \_\_\_\_\_ Rank \_\_\_\_\_

UIC & Unit: \_\_\_\_\_ Promotion to the rank of: \_\_\_\_\_

Status (Title 32 AGR / Military Tech / M-Day / Title 10 AGR): \_\_\_\_\_

Current Date of Rank (YYYYMMDD): \_\_\_\_\_

Meets Minimum Time-In-Grade Requirement (see below)

| For Promotion to: | Requirement | For promotion to: | Requirement: |
|-------------------|-------------|-------------------|--------------|
| CW3               | 4 years     | CPT               | 2 years      |
| CW4               | 5 years     | MAJ               | 4 years      |
| CW5               | 5 years     | LTC               | 4 years      |
|                   |             | COL               | 4 years      |

Commander Recommendation for Promotion Memo THRU O6 Commander with their endorsement signature (Note: UVP for Commissioned Officers (CO), Warrant Officers (WO), & DA promotions all have different memo formats)

Current Assignment Order (PCA)

Posn Branch Qualified, Posn Branch: \_\_\_\_\_ / Officer's Branch: \_\_\_\_\_

Posn AOC/FA Qualified, Posn AOC/FA: \_\_\_\_\_ / Officer's AOC/FA: \_\_\_\_\_

DA Form 1059 for required Military Education (see below)

| Rank | Education Level             | Rank      | Education Level |
|------|-----------------------------|-----------|-----------------|
| COL  | CGSOC/ILE                   | CW5       | WOILE & WOSSE   |
| LTC  | 50% CGSOC/ILE (Common Core) | CW4       | WOAC            |
| MAJ  | CCC                         | CW2 & CW3 | WOBC            |

DA Form 705, 5500/5501 (if applicable), or DTMS Individual Training Record (ACFT/HW)

Officer Record Brief

IMR and DA Form 3349 - Permanent Physical Profile, if applicable

Security Clearance Verification Memo

**CPT and above ONLY:** Civilian Education Requirement (Bachelor's degree)

**AGR ONLY:** Controlled-Grade endorsement from HRO (Title 32) or ARNG-HCM (Title 10) that shows Controlled-Grade effective date

**AMEDD ONLY:** Professional License/Certification

**UVP ONLY:** Officer Evaluation Report (Most recent 3 years of OERs)

**DA SELECT ONLY:** DA Select Promotion Notification Memo

Letter to the Board explaining discrepancies or missing documents (OER, ACFT, etc.)