

## 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 Memorandum THRU chain of command  
(Note: UVP for Commissioned Officers and Warrant Officers 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.)