

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.)