1LT to CPT OFFICER PROMOTION CHECKLIST

**** Must have 2 years TIG to be eligible; FRB only valid as early as TIG***
**** Effective date will NOT be backdated to TIG***
**** Must be in a true unit vacancy- except some special branches***

Name/Rank_____

Unit: _____ **AGR** (Yes/No)

- *If AMEDD Officer, please attach "AMEDD add'l documents" checklist from website*

____ **Letter of Recommendation (LOR)**
** BN letter must be in the format located on O-branch website

____ **DA Selection Letter** (if applicable – review most current DA Board schedule – posted yearly to website)
** Once an Officer has gone before a board, they can only be promoted if selected by a DA Board w/in 3 yrs.
____ **Delay Memo** – *Required for DA Select Officers*

____ **Highest Military Education – 50% OAC or CCC course equivalent**
** copy of 1059 is required and must be current on PQR
** otherwise must request TAG waiver

____ **Area of Concentration (AOC) Memo** (if required – *see sample on website*)

____ **DA 7349-R Annual Medical Certificate**
** required if physical is over 1 yr old; must be signed by medic or PA

____ **Personnel Qualification Record (PQR)**
** must be updated w/ the following information before reaching State level
** the following documents are no longer required in the packet as long as the PQR is current; however, if SIDPERS is unable to update, the supporting document must be submitted

Civilian Education – must have degree and can only be updated in SIDPERS w/ Official transcripts

Security Clearance: w/in 10 yrs or interim w/in 6 months

Current Physical: must be w/in 5 years of promotion date

Current APFT: must be w/in 1 year of promotion date

J1-PO (Officer Branch) includes:

____ **Last promotion Fed Rec verified in iPERMS**
____ **NGB Form 89 w/ endorsements** (only if unit vacancy, not DA Select)
____ **State Promotion Order**

As of 1 SEP 2007