



OFFICER UNIT VACANCY PROMOTION (UVP)
(CPT-COL) and (CW3-CW5)



Name: _____ DOD: _____ Grade: _____
 DOR: _____ Promote to Rank: _____ Duty Status (select one): M-DAY TECH AGR
 Branch/AOC: _____ Duty Para/LN: _____ DMOS: _____ Duty Title: _____
 IPPS-A Position Number: _____ Unit: _____ UIC: _____ MSC: _____
 Packet Submitted By: _____ Phone#: _____

<u>INCLUDE THE FOLLOWING ITEMS</u>	<u>WORKCENTER</u>	<u>COMMENTS/NOTES</u>	<u>INITIALS</u>
Commander's Recommendation Memo (LOR)	MSC/BN S1	For T-10 AGR Officer: NGB Authorization and Promotion Memos are required instead See Figure 4-28, Commander's Letter of Recommendation for Promotion	
GA ARNG FORM 0227-R, OCT 2021	MSC/BN S1	Request to Promote (Signed by MSC CDR or first O-6 in chain and CCWO for Warrant Officers)	
Last Promotion FEDREC Order (NGB 0122E)	MSC/BN S1	Include order and verify the Eligibility Date (YYYYMMDD): _____ (Verify Officer is not in DA consideration window)	
Branch to Duty Position Verification	MSC/BN S1	Verify duty position matches the Officer's current branch. If applicable, only if branch transfer is after last promotion. Include NGB 0123E/Qualifications and Skills Order	
Transfer Order	MSC/BN S1	Permanent Order (PCA) transferring SM into position of higher grade. Not applicable to Warrant Officers unless promoting to CW5	
Security Clearance	MSC/BN S1	Verification of Security Clearance memo. Statement of Understanding required if clearance has not been awarded. Continuous evaluation within 5 years	
Officer Evaluation Report (OER)	MSC/BN S1	Last 3 evaluations. Provide a memo of explanation if Soldier has less than 3 evaluations signed by Commander	
Individual Training Report (ITR)	MSC/BN S1	DTMS report showing ACFT within 12 months and HTWT within 6 months. See Appendix J in OPB SOP for instructions	
IMR (within 1 year) **Flight Physicals are required for Aviators ONLY	MSC/BN S1	Current PHAs (within 1 year) must be updated in MEDPROS and reflected on the Officers PIR. Profiles must be annotated on the current physical to be valid. Aviators must include current DD Form 2992 and Fort Novosel stamp	
Profile	MSC/BN S1	YES: <input type="checkbox"/> <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> N/A <input type="checkbox"/> <input type="checkbox"/> Signed by Commander	
Professional Licenses (if applicable)	MSC/BN S1	i.e., AMEDD State Medical license or JAG State law license	
Highest MILED	MSC/BN S1	Include DA FORM 1059. Must meet promotion eligibility criteria.	
Highest Civilian Education	MSC/BN S1	College transcript sent from school registrar to GA-G1-0 or GA-RR. Memorandum from G-1 education office validating transcript. Degree with "conferred" or "awarded" date	
Promotion Information Report (PIR)	MSC/BN S1	Submit Promotion Information Report (PIR) from IPPS-A	
Selection Board Record Brief	MSC/BN S1	ORB must be validated by the Soldier within 60 days of the date of the Board. https://www.hrc.army.mil/ > Record Review Tool > Soldier Self Service	

Send packet as a PDF Portfolio via IPPS-A Customer Relationship Management (CRM)

CRM Naming Convention: MMM FRB – UVP XXX RANK NAME

**** Warrant Officer promotion packets can be submitted 120 days prior to reaching minimal TIG****