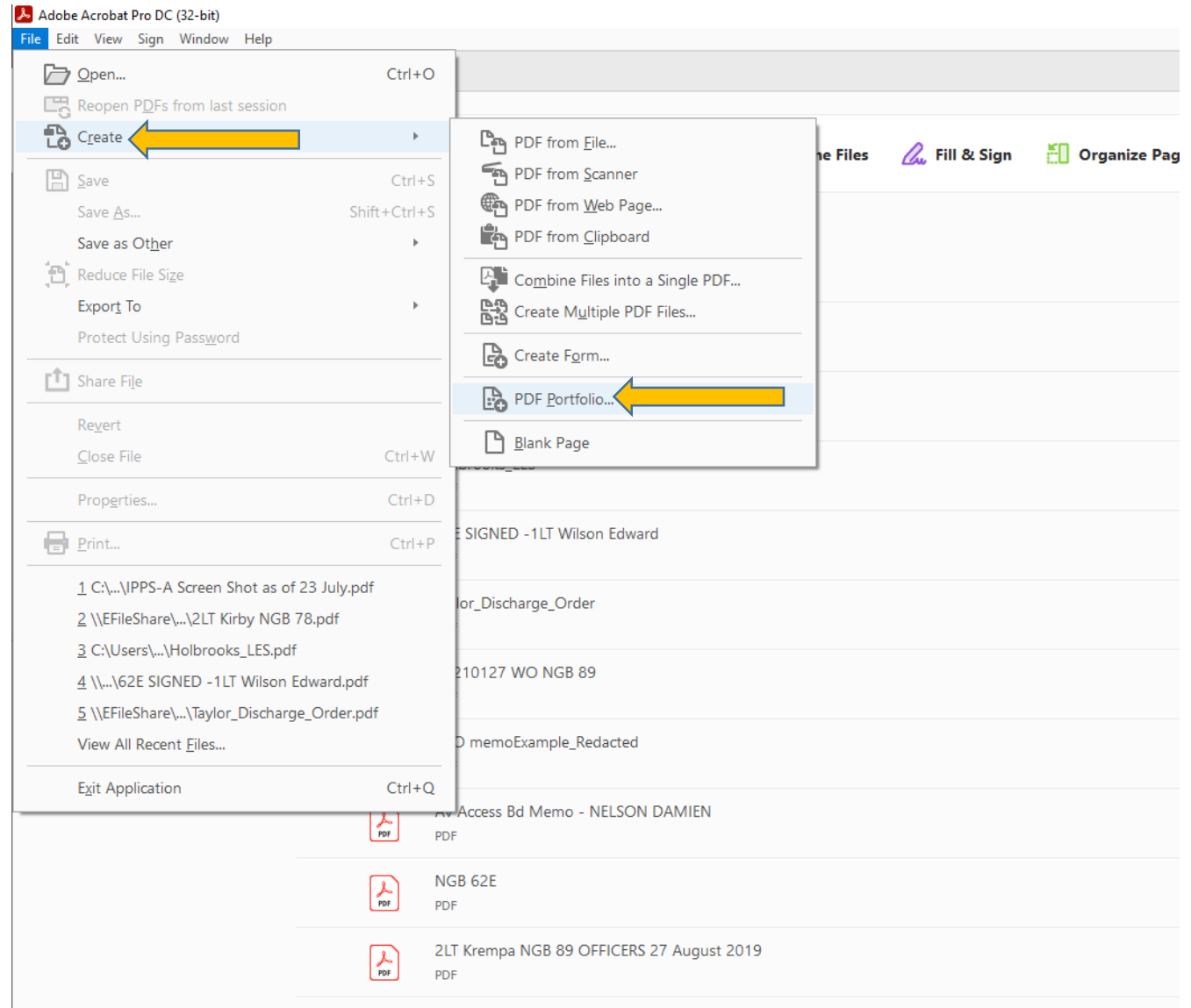


CREATE A PDF PORTFOLIO

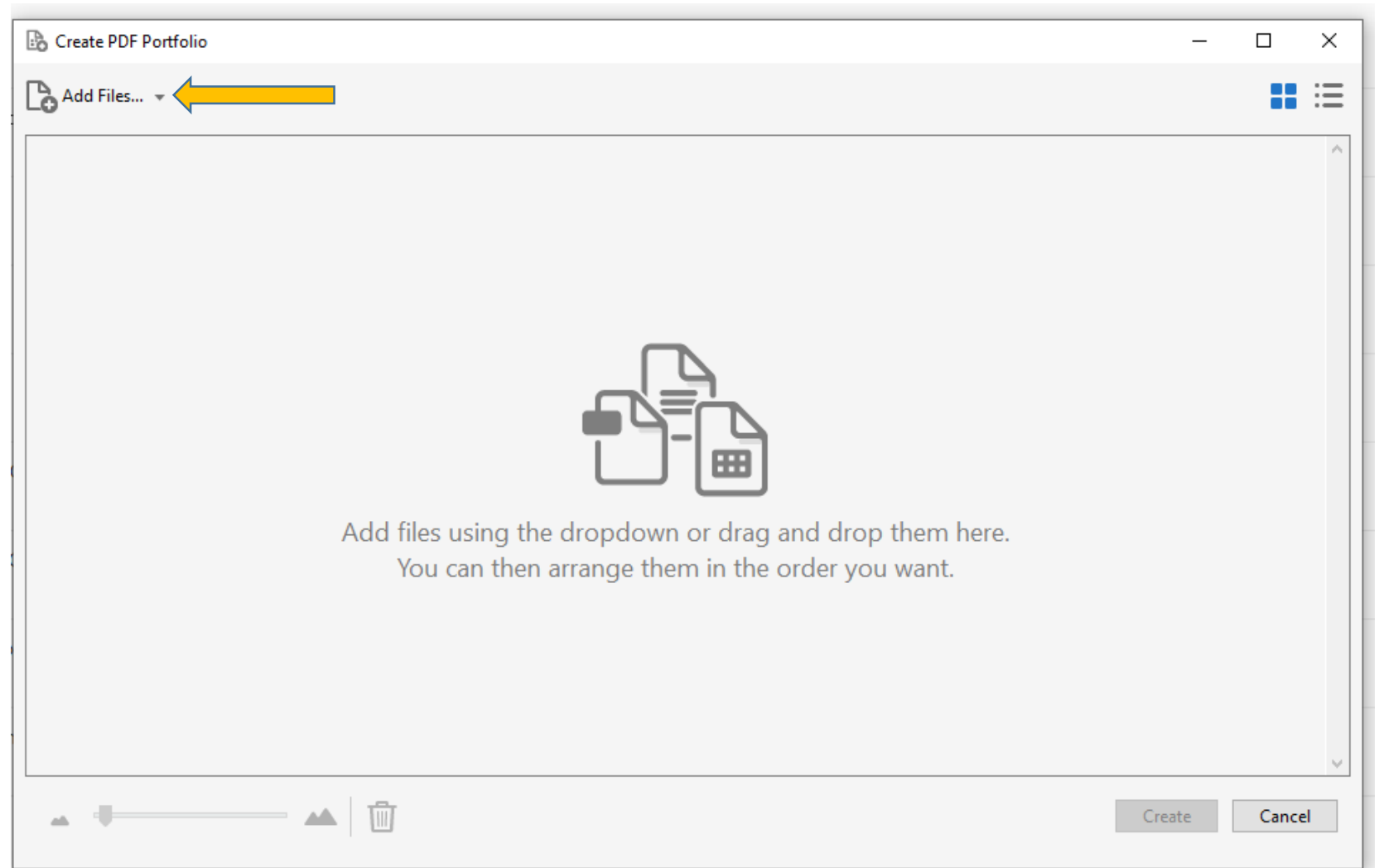
- Open Adobe or a PDF document

- Click “File”

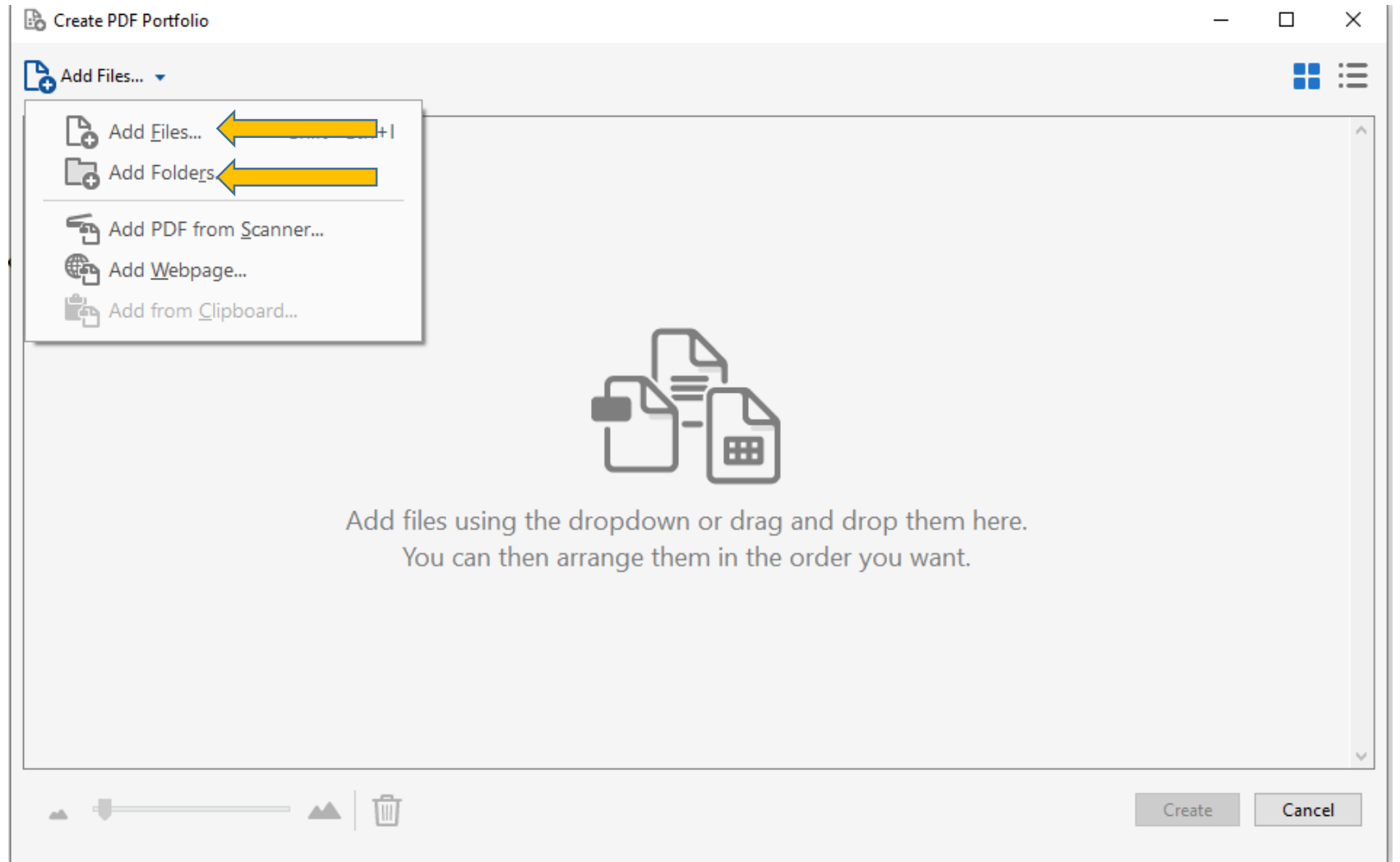
- Go to “Create” then click “PDF Portfolio”



- A dialog box will open
- Select “Add Files”

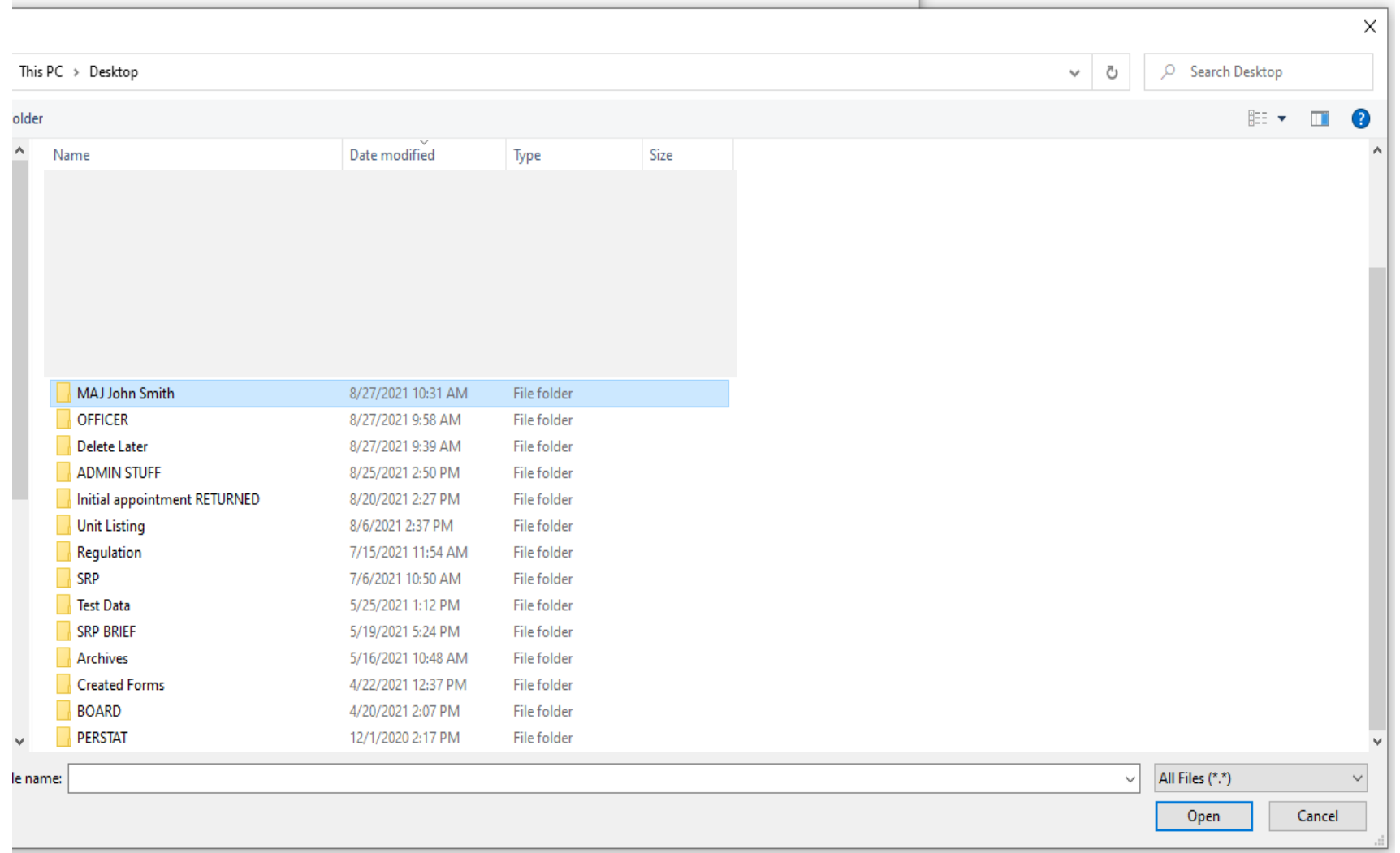


- Depending on how your files are setup, you have the option of selecting “Add Files” or “Add Folders”

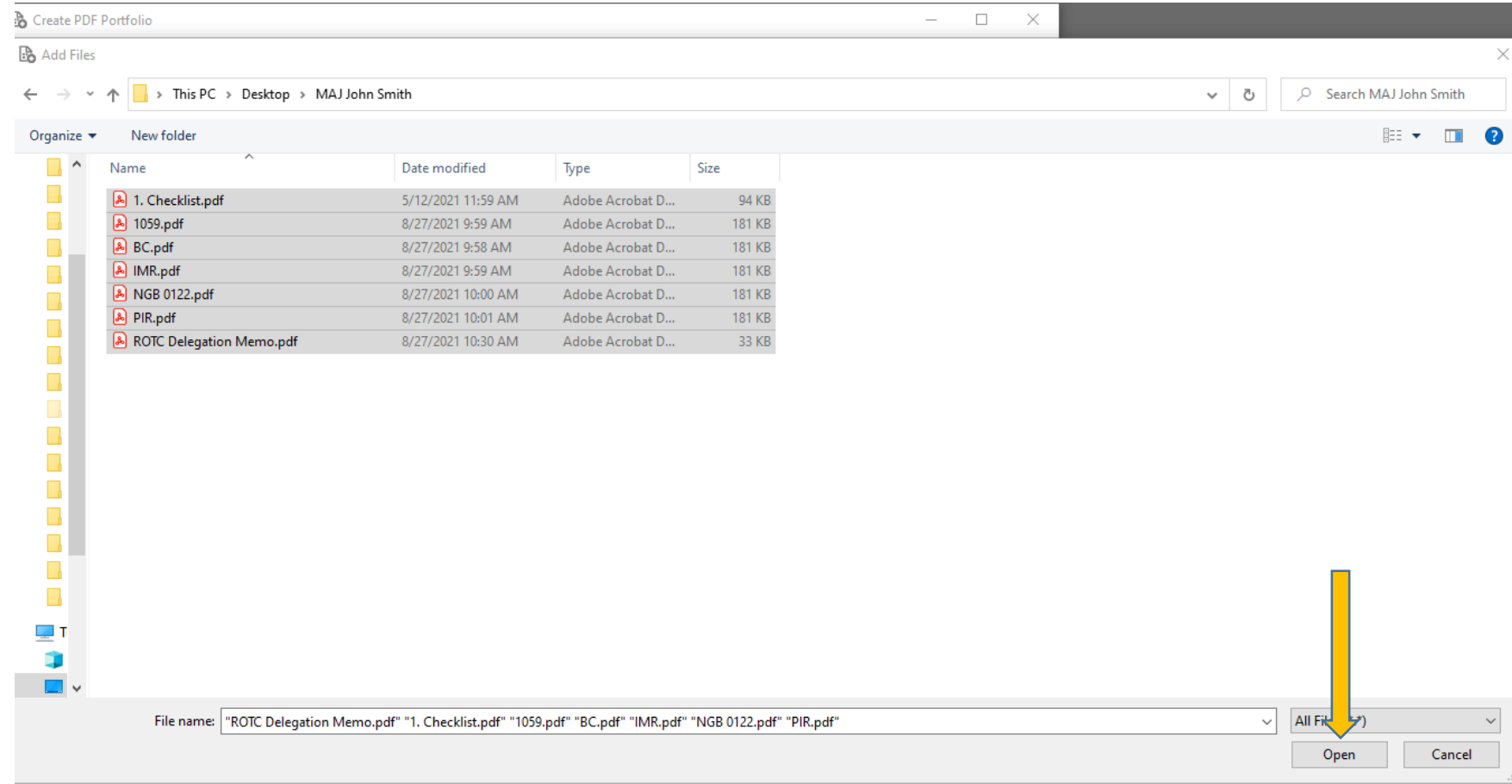


- Select the file containing documents.

- Click “Open”

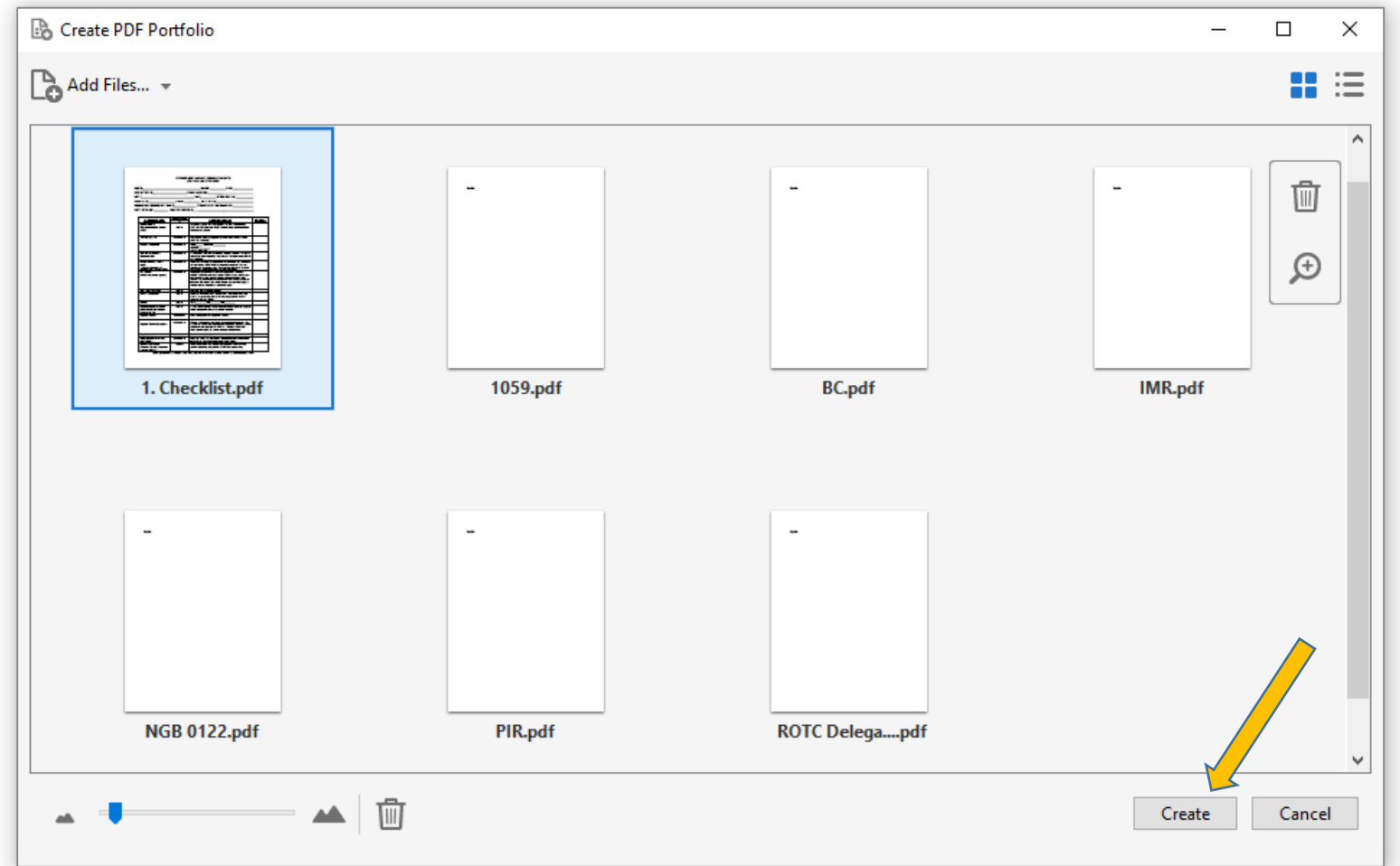


- Select files to add.
- Click “Open”



- Rearrange documents as needed.

- Click “Create”



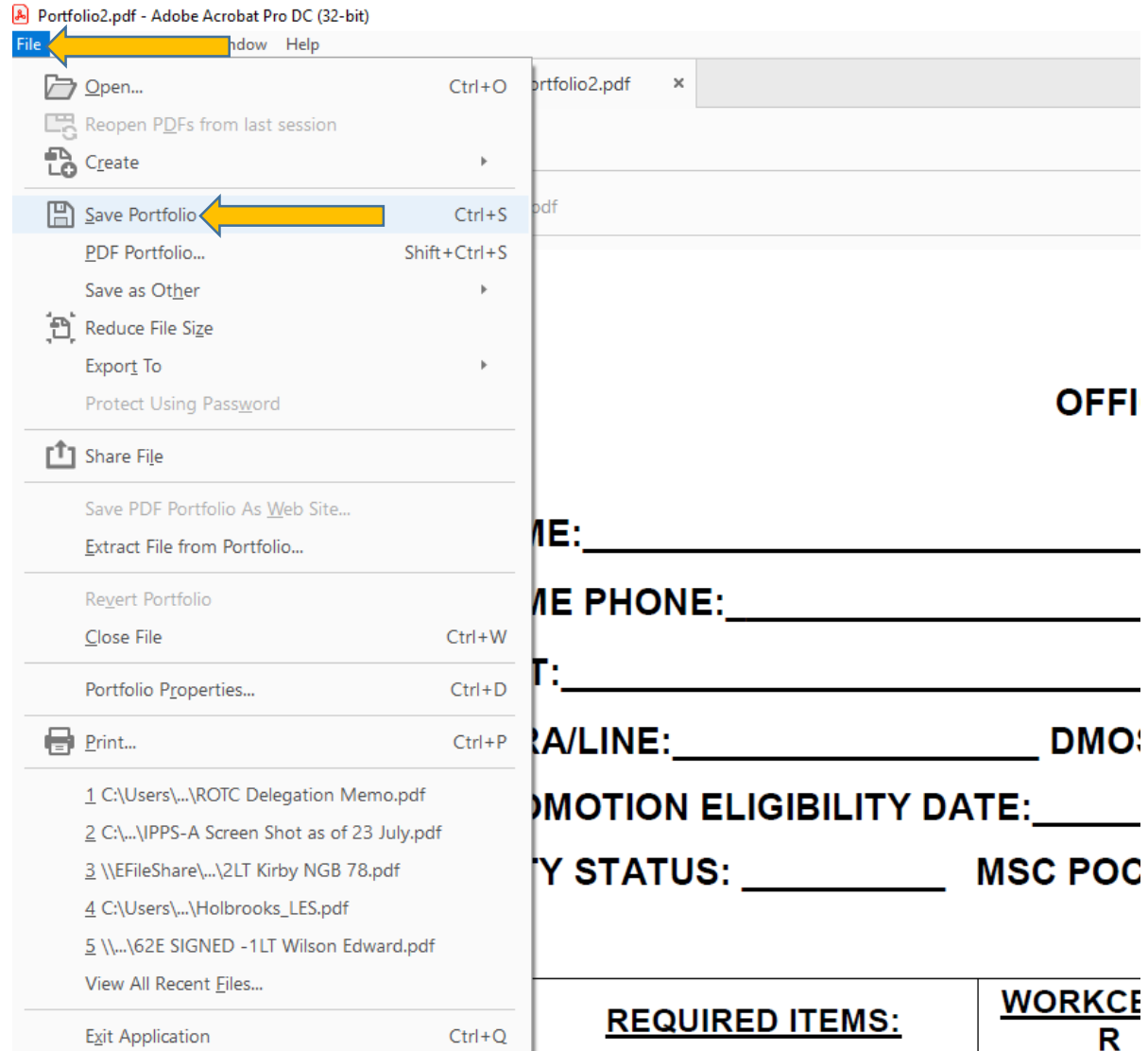
- Portfolio created
- Now save the portfolio.

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

NAME: _____ GRADE: _____ DOR: _____
 HOME PHONE: _____ EMAIL ADDRESS: _____
 UNIT: _____ UIC: _____ IPPSA POSN #: _____
 PARA/LINE: _____ DMOS: _____ DUTY TITLE: _____
 PROMOTION ELIGIBILITY DATE: _____ PROMOTE TO THE RANK OF: _____
 DUTY STATUS: _____ MSC POC/PHONE: _____

<u>REQUIRED ITEMS:</u>	<u>WORKCENTE R</u>	<u>COMMENTS/NOTES</u>
Commander's Recommendation Memo (LOR)	BN S1	Appendix E, NGR 600-100 (signed by the command For T-10 AGR Officers: NGB Authorization and Pror Memos are required.
GA NG 0227-R	MSC/BN S1	Request to Promote (Signed by MSC CDR or first O chain of command)
Position Validation	MSC/BN S1	AOC _____ PARA/LIN _____ GRADE: _____

- click “File” and select “Save Portfolio”.



The screenshot shows the Adobe Acrobat Pro DC interface with the 'File' menu open. The 'Save Portfolio' option is highlighted with a yellow arrow. The menu items are as follows:

- File
- Open... (Ctrl+O)
- Reopen PDFs from last session
- Create
- Save Portfolio (Ctrl+S) - highlighted
- PDF Portfolio... (Shift+Ctrl+S)
- Save as Other
- Reduce File Size
- Export To
- Protect Using Password
- Share File
- Save PDF Portfolio As Web Site...
- Extract File from Portfolio...
- Revert Portfolio
- Close File (Ctrl+W)
- Portfolio Properties... (Ctrl+D)
- Print... (Ctrl+P)
- Recent Files:
 - 1 C:\Users\...\ROTC Delegation Memo.pdf
 - 2 C:\...\\PPS-A Screen Shot as of 23 July.pdf
 - 3 \\FileShare\...\2LT Kirby NGB 78.pdf
 - 4 C:\Users\...\Holbrooks_LES.pdf
 - 5 \\...\62E SIGNED - 1LT Wilson Edward.pdf
- View All Recent Files...
- Exit Application (Ctrl+Q)

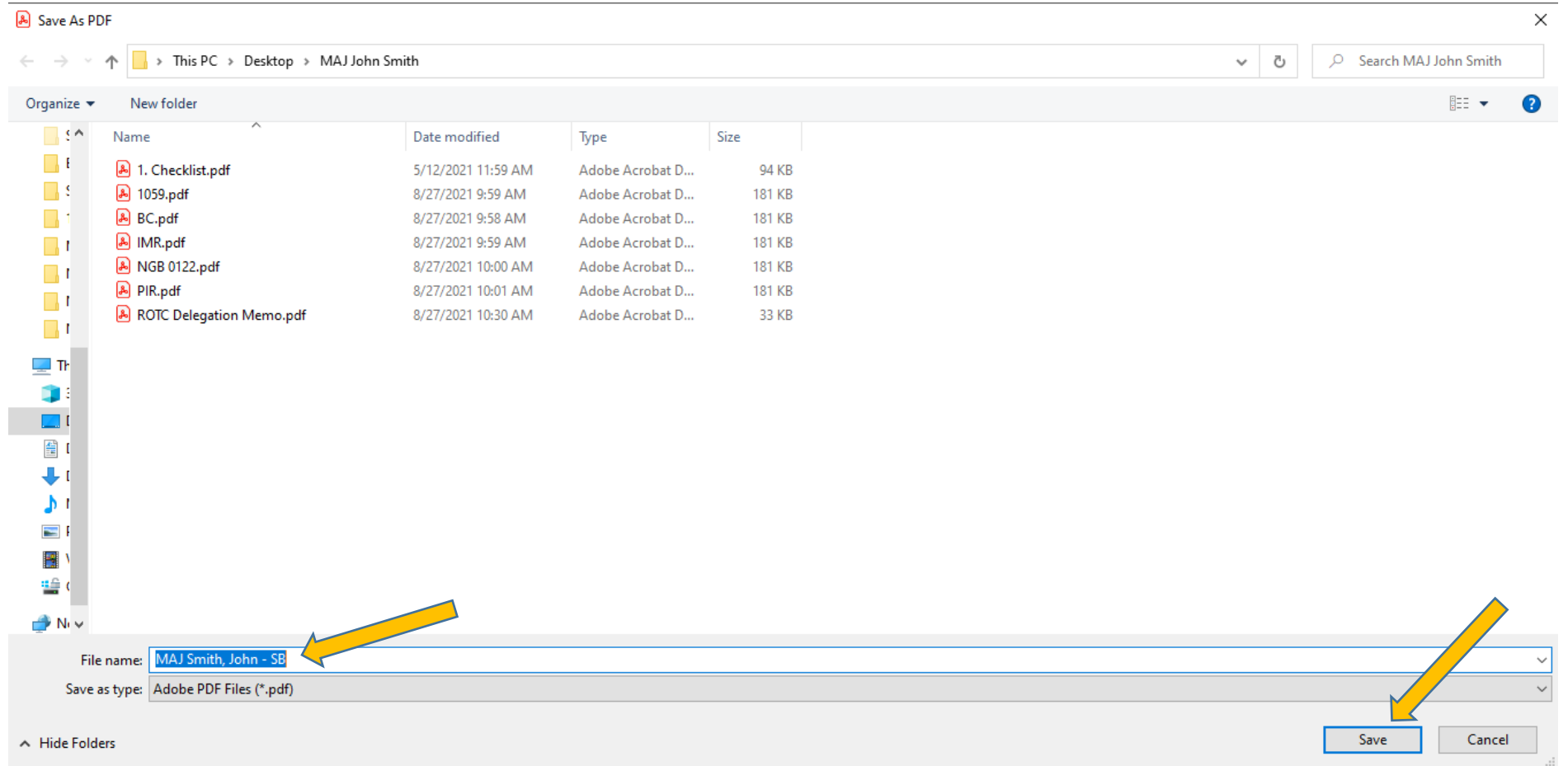
On the right side of the screenshot, there is a form with the following fields:

- OFFI
- ME: _____
- ME PHONE: _____
- T: _____
- RA/LINE: _____ DMO:
- MOTION ELIGIBILITY DATE: _____
- Y STATUS: _____ MSC POC
- REQUIRED ITEMS: _____
- WORKCE
R

- Name Portfolio

- See “Naming Convention” spreadsheet

- Click “Save”



NAMING CONVENTION

* PDF Portfolio: RANK, LAST NAME, FIRST NAME - PKT TYPE	
FORM	NAME SAVED DOCUMENTS
Birth Certificate	BC
Certified Record Brief	ORB (or ERB if applicable)
Checklist	Checklist
Civilian Education	YYYYMMDD Transcript
Commander's Recommendation Memo	Recommendation Memo
DA FORM 1059	1059
DA FORM 4187	DA 4187
DA Form 5252	Citizen Doc
DA FORM 71	DA 71
DA Select memo	DA Select Memo
DD FORM 214	YYYYMMDD DD 214
DD FORM 2808	CHAP II
Determination of Eligibility Memo	Eligibility Memo
Discharge Order	DISC ORD
Discrepancy Memo	Letter to the President
Enlisted Evaluation Report	YYYYMMDD NCOER
GA ARNG FORM 0147-R-E	GA 0147
GA ARNG FORM 0227-R	GA 0227
Height and Weight Statement	HTWT
IMR	IMR
Letter of Explanation to the President	Letter to the President
Naturalization Memo	Citizen Doc
NGB Endorsement Memo Title 10	Endorsement Memo
NGB Form 0122E	NGB 0122
NGB FORM 62E	62E
NGB FORM 22	NGB 22
NGB FORM 337	337
NGB Form 78	NGB 78
OCS Graduation Certificate	OCS CERT
Officer Evaluation Report	YYYYMMDD OER
PCA /Assignment Order	PCA Order
Professional Licenses	License
Promotion Information Report	PIR
Proponent Predetermination Memo	SAO
RPAM	RPAM
ROTC Delegation Memo	ROTC Delegation Memo
Seperation Orders	DISC ORD
Security Clearance Verification Memo	Security Memo
Social Security Card	SSN CARD
Statement of Understanding	SOU
Transfer Order	PCA Order
Waiver	Waiver
WOCS Graduation Certificate	WOC CERT

PACKET TYPE	
BRANCH CHANGE	BRCH
DA PROM AGR	DAPA
DA PROM MDAY	DAPM
IST	IST
JR OFF/WO PROMOTIONS	2LT,W1 PROM
MOS CHANGE	MOSCH
MRD	MRD
NAME CHANGE	NAME CH
OCS	OCS
REAPPOINTMENT	RA
ROTC	ROTC
SPECIAL BRANCH	SB
UVP AGR	UVPA
UVP MDAY	UVPM
WOC ACCESSION	WOC2
WOC APPEARANCE	WOC1