TIME-IN-GRADE PROMOTION
CW2

Figure 4-2
1 October 2025

Section A: Administrative Data

NAME:	DOD:	GRADE:	DOR:	MOS:
		-Select-		-Select-

UIC:	POSN TITLE:	PARA/LIN:	POSITION #:	POSCO:	POSN GR:
				-Select-	-Select-

DUTY STATUS:

☐ MDAY ☐ AGR ☐ TECH

PACKET COMPLETED BY:

PACKET SUBMITTED TO OPM BY:

DATE

Section B: These items will be reviewed in the system of record and verified by the Unit, Battalion, and Brigade for accuracy and eligibility.

REVIEWED ITEMS	COMMENTS/NOTES	INITIALS
Branch to Duty Verification	SM MOS -Select- POSN MOS -Select-	
Individual Training Record	AFT DATE: Pass/Fail: -Select- HT/WT DATE: Pass/Fail: -Select- *AFT must be within 12 months for MDAY and 6 months for AGR. HT/WT must be within 6 months.*	
Highest Civilian Education	LEVEL: -Select- IPERMS: -Select-	
Individual Medical Record	PHA Date: MRC: -Select- *PHA Date must be within 1 year. MRC must be 1/2/3.*	

Section C: These documents will be provided to G1 OPM after review at the Unit, Battalion and Brigade S1.

REQUIRED ITEMS	DOC:	COMMENTS/NOTES	INITIALS
NGB Form 78	NGB78	See NGB 78 promotion example in OPM SOP. -Select-	
Last FEDREC Order	0122E	BR: -Select-	
Security Clearance Memo	Security	Statement of Understanding if clearance has not been awarded. CE date must be within 5 years. -Select-	
Highest Military Education	MILED	LEVEL: -Select- IPERMS: -Select-	
Flight Physical (If applicable)	Flight	Date: -Select-	
Promotion Order (SFC and Above)	PROM	Provide promotion order to E7 and above. -Select-	

All required documents will be labeled as Last Name_DOC and added to a PDF Portfolio for submission to OPM.

RESET