



UNIT VACANCY PROMOTION CPT-COL



Figure 4-5
1 October 2025

Section A: Administrative Data					
NAME:		DOD:	GRADE:	DOR:	AOC: BRANCH:
UIC:	POSN TITLE:	PARA/LIN:	POSITION #:	POSCO:	POSN GR:
DUTY STATUS:		PACKET COMPLETED BY:			
MDAY	AGR	TECH			
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
Officer Evaluation Report	OER 1 Dates:	to			
	OER 2 Dates:	to			
	OER 3 Dates:	to			
	Memo required if there is a gap between dates. Must be signed by the Commander.				
Individual Training Record	AFT DATE:	Pass/Fail:			
	HT/WT DATE:	Pass/Fail:			
	AFT must be within 12 months for MDAY and 6 months for AGR. HT/WT must be within 6 months.				
Highest Military Education	LEVEL:	IPERMS:			
Highest Civilian Education	LEVEL:	IPERMS:			
Individual Medical Record	PHA Date:	MRC:			
	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
Letter of Recommendation	LOR	Traditional M-day/AGR: Please reference GA G1 OPM SOP. T-10 AGR Officer: NGB authorization and Promotion memo are required.			
Transfer Order	PCA	Effective Date:			
Security Clearance Memo	Security	Statement of Understanding if clearance has not been awarded. CE date must be within 5 years.			
Flight Physical (AVN ONLY)	Flight	Date:			
All required documents will be labeled as Last Name_DOC and added to a PDF Portfolio for submission to OPM.					

RESET