



UNIT VACANCY PROMOTION
CW3-CW5

Figure 4-6
1 October 2025



Section A: Administrative Data					
NAME:		DOD:		GRADE:	
				DOR:	
				MOS:	
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: _____				
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.			
Last FEDREC Order	0122E	AOC:			
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