



DA SELECT PROMOTION

Figure 4-7
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
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.	
DA Board Memo	DAMemo	Generated by OPM upon release of DA Board results. Should be signed by officer and in iPERMS.	
Last FEDREC Order	0122E	BR:	
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 (If applicable)	Flight	Date:	
Professional Licenses (If applicable)	ProLic	IF APPLICABLE	

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

RESET