

**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>	<u>INITIALS</u>
Commander's Recommendation Memo (LOR)	BN S1	Appendix E, NGR 600-100 (signed by the commander) For T-10 AGR Officers: NGB Authorization and Promotion Memos are required.	
GA NG 0227-R	MSC/BN S1	Request to Promote (Signed by MSC CDR or first O-6 in chain of command)	
Position Validation	MSC/BN S1	AOC _____ PARA/LIN _____ GRADE: _____ IPPSA POSN NO: _____	
Security Clearance Memorandum	MSC/BN S1	Verification of Security Clearance memo: Secret – 10 years from date of investigation; Top Secret – 6 years from date of investigation.	
Physical/PHA (within 1 year) **Flight Physicals are required for Aviators ONLY	MSC/BN S1	Current PHAs must be updated in MEDPROS and reflected on the Officer's PQR. Profiles must be annotated on the current physical to be valid. Aviators must include current DA Form 4186 (upslip) and Fort Rucker stamp.	
ALL OERs (within the current grade)	MSC/BN S1	OERs being submitted must have processed through HQDA. If the Officer's most recent OER (within 60 days of the board) has not yet processed through HQDA, then submit a memorandum of explanation and attach a copy of the draft OER from EES. If the Officer has an OER gap, a memo must be included to justify the gap.	
APFT DA Form 705	BN S1	Record APFT must be current.	
HT/WT Statement	BN S1	Current within 6 Months; Include DA Form 5500 for Body Fat %, (if applicable) Add a discrepancy letter if HT/WT differ on OER and PQR.	
Profile	BN S1	YES: _____ No _____ N/A _____	
Current promotion order (NGB 0122E) or Branch Change Order	BN S1	Verify that the current NGB 0122E (PFR) or Branch Change order matches the Officer's current branch.	
Highest MILED	MSC/BNS1	Must meet promotion eligibility criteria.	
Highest Civilian Education	MSC/BN S1	Officer's official transcript must be certified through the G-1 Education Section and uploaded in iPERMS. Current civilian status must be updated in IPPS-A. **AMEDD Officers** Must submit a copy of civilian medical credentials.	
Updated PQR	MSC/BN S1	Submit PQR from SIBX.	
Updated Officer Record Brief (ORB)	MSC/BN S1	Must be certified by unit admin personnel and validated by the Officer. SELECTION BOARD ORB ONLY	
CCWO Verification (Warrant Officer promotion packets ONLY)	CCWO	MSC must submit WO promotion packets to the CCWO prior to submitting the packet to OPB for processing.	

Send packet in a single scanned .pdf file via IPPSA Administrative Corrections PAR