



OFFICER PROMOTION CHECKLIST (CPT-COL) and (CW3-CW5)



Checklist Must Accompany All Packets

Name & Rank:

DODID:

Type of Promotion Request:

Unit Vacancy

DA Select

Warrant Officer

Unit & Point of Contact:

Phone:

Email:

Date:

Required Documents	Notes
Federal Recognition Routing Slip	Must be recommended for approval through Chain of Command.
DA Form 705s	Provide history of last three APFT/ACFTs. Most recent ACFT must be within one year of State Federal Recognition Board (FRB). DTMS screenshot is also acceptable (pdf format).
Verification of Height and Weight	DA Form 5500/5501, HT/WT statement signed by unit representative, and DTMS screenshot are all acceptable. Date of HT/WT must be within one year of State FRB.
Commander Promotion Recommendation Memorandum	Ensure ACFT, PHA, and HT/WT information matches supporting documents. See promotion recommendation memo template for additional guidance.
Permanent Change of Assignment Order	IPPS-A Order assigning officer into the position in which they are being considered for promotion
UMR Extract	Must show officer qualified and in the position in which they are being considered for promotion
Medical Documentation	Copy of Individual Medical Readiness (IMR) Record. PHA must be dated within one year of State FRB. Medical requirements indicating a past due or "Red" status must be made current. Any current temporary or permanent profiles must be included if indicated on IMR.
DA 1059	For last completed level of Professional Military Education
Security Clearance Verification Memo	Memo must be dated within 6 months of the State FRB. Clearance must be dated within five years and indicate Continuous Enrollment/Vetting.
Last Three OERs*	Most recent OER must be within one year of State FRB.
Officer Record Brief (ORB)*	Officer must ensure Selection Board ORB is validated. https://arngg1.ngb.army.mil/v3/SelfService/CareerCenter/Home.aspx
DA Selection Memorandum	DA Select Promotions Only
Professional License	Medical Credential/License or Certification & Privileging Docs (AMEDD Only). Certificate of Good Standing (JAG Only).

***Not Required for DA Promotions.**