

# THE UNIT OFFICER PROMOTION CHECKLIST

\_\_\_\_\_ Letter of Recommendation thru Chain of Command with the following enclosures:

- \_\_\_\_\_ a. DA Form 705 – Score card.
- \_\_\_\_\_ b. DA Form 3349 – Physical Profile (if applicable)
- \_\_\_\_\_ c. DA Form 5500 – Body Fat Content Worksheet (if applicable)
- \_\_\_\_\_ d. DA Form 7349 – Annual Medical Certificate ( if physical is over 1 year old)
- \_\_\_\_\_ e. Copy of JPAS Statement

## CHECK THE FOLLOWING ITEMS IN IPERMS

- \_\_\_\_\_ 1. All OERs are current
- \_\_\_\_\_ 2. For military education – DA Form 1059 or completion certificate for grade being promoted to
- \_\_\_\_\_ 3. Civilian education – Bachelor Degree (Minimum)
- \_\_\_\_\_ 4. DA Form 2808 & 2807-1 – Report of Medical Examination and Report of Medical History (if physical is over 5 years old, schedule a physical to update PQR)
- \_\_\_\_\_ 5. Military Photo (within 3 years)