

PROMOTION ELIGIBILITY CHECKLIST

DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY: Title 5 USC, Section 301.

PRINCIPAL PURPOSE: To establish promotion records format and member elections and preferences.

ROUTINE USES: To specify and certify as correct, the details of a promotion packet format, avenue of elections, preferences, and agreements for an individual member of the Army Reserve. DISCLOSURE: Voluntary; however, failure to provide the requested information may result in a delay or otherwise adversely impact upon the promotion packet eligibility.

SOLDIER AND UNIT INFORMATION

1. NAME (LAST, FIRST MI):				2. SSN:				3. Rank:			
4. SOLDIER'S ADDRESS:				5. CITY:				6. STATE:		7. ZIP CODE:	
8. SOLDIER'S E-MAIL ADDRESS:						9. SOLDIER'S CONTACT:					
10. UNIT:				11. UIC:				12. MSC:			
13. UNIT POC:				14. UNIT PHONE:				15. UNIT FAX:			
ITEM-Compute dates from the convene date of the board. Source Documents (SD) identified for each item requiring a specific SD.								Y	N	N/A	Disq
Letter to the Board President. Ensure spelling, grammar, and content are appropriate. May not contain reference to other Soldiers. Must be signed by the Soldier.											
Current Official Photograph. See AR 600-8-19, para 5-8b(1) and AR 640-30, para 5. Ensure rank, awards, qualification badges and service stripes in photo match the DA Form 2-1 (exemptions see AR 640-30, para 6e).											
SRB, DA Form 2A & DA Form 2-1 certified by records custodian. Reflects current/updated information. These will be used as source documents for all information unless otherwise noted.											
Requirement for promotion to:				Source Document							
Rank:	SFC	MSG	SGM	ERB/SRB/ARB or DA Form 2-1 or 2A, Promotion Orders							
TIS	6 Years	12 Years	17 Years	ERB/SRB/ARB or DA Form 2-1 or 2A, Promotion Orders							
TIG	36 Months	36 Months	36 Months	ERB/SRB/ARB or DA Form 2-1 or 2A, Promotion Orders							
DOR:		TIG:		ERB/SRB/ARB or DA Form 2-1 or 2A, Promotion Orders							
PEBD:		TIS:		ERB/SRB/ARB or DA Form 2-1 or 2A							
DOB:		AGE:		ERB/SRB/ARB or DA Form 2-1 or 2A							
Age. Maximum age 57. (AR 600-8-19 para 5-7m)											
Cumulative Enlisted Service: (AR 600-8-19, para 5-7i).				MSG	SGM						
Requirement for promotion to:				8 Years	10 Years						
Physical Evaluation Current. AR 600-8-19, para 5-7e. Source document ERB/SRB/ARB or 2A. Do not include medical documents.											
Medical Board. Soldiers pending medical board remain promotable until found not fit and not retained by medical board IAW AR 600-60.											
Flags. Soldiers (SFC - SGM) under a suspension of favorable personnel actions may be considered, but remain non promotable until case closed favorably. (DA Form 2-1, 2A or SRB)											
Retention. Soldier does not exceed maximum years of service. See AR 140-10. May be suspended during partial or full mobilization. Max years for SFC: 29 MSG/1SG: 31 SGM: 31											
Security Clearance. Promotion consideration up to SFC requires clearance for MOS (if applicable). Promotion consideration to MSG-SGM requires minimum interim secret clearance. Source document is the DA Form 2A, 2-1, SRB or Security Manager memo.											
Mobilization/Deployment Orders.											
Height/Weight must meet standards to be considered. Verify data is accurate in RLAS/DTMS/IWS											
DA Form 705 (for record within 12 months or less). Verify data is accurate in RLAS/DTMS/IWS											
DD Forms 214/215, or NGB 22, copy of all as applicable. Upload Documents in iPerms											
Promotion order, documentation of MOS(s) awarded, and if required, current certifications and/or professional license for MOS qualification or copy of current DA Form 330 (Language Proficiency Questionnaire). Memo certifying security clearance if different than indicated on DA Form 2A.											
Civilian Education Proof of highest level of civilian education obtained (High School diploma or GED minimum). Verify in RLAS											
NCOER Last 5. Provide memorandum from commander for missing NCOERs. (AR 600-8-19, para 5-33). Upload in iPerms											
Military Education. DA Forms 1059, certificates of training, including NCOES. Upload in iPerms, verify data in RLAS (ALC & SSD3 required for consideration to SFC. SLC & SSD4 required for consideration to MSG & SGM)											
Soldiers Signature	Printed Name:			Signature:				Date:			
Records Custodian	Printed Name:			Signature:				Date:			
1SG/CSM	Printed Name:			Signature:				Date:			