Personnel Action Packet Checklist

T-6-E-2 Process Promotions (Junior Enlisted (SGT/SSG))						
1. SOLDIER'S NAME (Last, First MI)		2. RANK 3. EMAIL ADDRESS			4. DATE INITIATED	
6. UNIT NAME	7. UIC	8. UNI	T/RPAC POC RA	NK/TITLE NAME	9. RPAC NAME	
10. POC CONTACT a. Phone: b. Email:	INFORMATION	1	1. OFTS CMD	12. RPSC	13. POC SIGNATURE	
14. REQUIRED PROCESS FLOW a. Intermediate:		b. Intermediate:		c. Final App	proval Auth:	
15. Required Forms	and Documents					

Submit the following documents thru the chain of command to the RPSC:

- 1. Copy of this checklist
- 2. Promotion Board Proceedings Memorandum (Signed by Board President)
- 3. Promotion Authority Memorandum (Signed by Promotion Authority)
- 4. Current DA 705 (Within 12 months of board date)
- 5. Current DA 5500/5501 (if applicable)
- 6. Signed and Validated DA 3355 with (Military Training, Awards/Decorations, Military Education, Civilian Education, Source Documentation)
- 7. Promotion Packet Composition, Elections and Preferences Checklist

16. CERTIFYING HR STAFF MEMBER 17. STAFF MEMBER SIGNATURE

18. REMARKS