

Promotion Board Checklist

Date: _____

NAME: _____

Promotion to: _____

	Yes	No	Comment
Recommendation for Promotion: (c.2.e)			
Narrative Justification: (letter from the candidate) (c.2.a)			
Minimum Time in Grade Met: (c.)			
Recent Photo attached (c.2.c)			
Current Fitness Report or Evaluation Enclosed (c.2.d)			
Minimum of 5 years of Fitness Reports or Evaluations (c.2.d)			
Current Medical Qualification on file (c.)			
Civilian Skills Questionnaire (c.2.e)			
Individual Training Record (c.2.e)			
Billet Description (c.2.b)			
All DD214's (c.2.e)			
Meets Grooming Standards (c.2.c)			
NYNM Application on File (c.)			
Age less than 68 (c.)			

RECOMMENDED FOR PROMOTION

NOT RECOMMENDED

COMMENTS/RECOMMENDATIONS: