

# **Promotions**

**Headquarters  
State of Georgia  
Department of Defense  
Atlanta GA  
1 Jun 2008**

# ***SUMMARY OF CHANGE***

- The table contained at Paragraph 6.i. is modified to reflect the current requirements for Time in Grade and Minimum Professional Military Education (PME).
- Paragraphs 7 and 8 specify the sequence of events leading to the actual promotion of an individual soldier. No deviation from the outlined processes are permitted.
- The professional reading requirements that will qualify a soldier for reduction of time in grade requirements for promotion have been revised.

**PROMOTIONS**

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This revision of GSDF Regulation 624-1 contains changes and additions. It supercedes and replaces in entirety all previous versions which should be discarded and destroyed.

1. **PURPOSE:** To establish Georgia State Defense Force (GSDF) policy and procedures for the promotion of officers and enlisted members of the GSDF.
2. **APPLICABILITY:** This regulation applies to all GSDF personnel.
3. **POLICY:**
  - a. Promotion in the GSDF is not a right. It is a privilege earned by dedication, tenure, accomplishment and performance. It is not to be considered or used as a reward for prior military service.
  - b. Promotion is earned based upon individual preparation to accept greater responsibilities, upon performance reflecting the potential for successful accomplishment of duties at the next higher grade, and upon the needs of the command.
  - c. Promotion consideration will be extended equally to all qualified personnel in the GSDF in full compliance with all equal opportunity and non-discrimination regulations; without regard to gender, race, religion, nationality or ethnicity.
  - d. Satisfaction of the promotion eligibility requirements described herein will not automatically result in promotion. Individuals must be recommended by their commanders, approved by the GSDF Personnel Review Board and by the promotion authority.
  - e. All promotions of GSDF members shall be accomplished in accordance with the criteria and procedures established in this regulation.
  - f. No GSDF member in the grade of E3 (PFC) or above may be advanced more than one grade in any 12 month period.

4. PROMOTION AUTHORITY (OFFICER and WARRANT OFFICER):

- a. The Governor, as Commander in Chief of the military forces of the state, is the promotion authority for all GSDF officers (see also paragraph 7).
- b. The Governor has delegated the authority to promote all GSDF Officers and Warrant Officers to the Adjutant General.
- c. The Adjutant General has delegated to the GSDF Commanding General the authority to promote GSDF Warrant Officers up to and including W3 (CW3) and GSDF Officers up to and including O3 (CPT). The Adjutant General retains final promotion authority for GSDF Warrant Officers above CW3 (CW4 and CW5) and GSDF Officers in grades 04 through 06 (MAJ, LTC and COL).
- d. All recommendations for promotions require completion and submission to the ACofS,G1 of a Promotion Package (see paragraph 7d) including GSDF Promotion Recommendation Form 624-1A (see Appendix B). All Promotion Requests requiring TAG approval must be type written for submission.

5. PROMOTION AUTHORITY (ENLISTED):

- a. The GSDF Commanding General is the promotion authority for all enlisted personnel up to and including grade E7 (SFC). All recommendations for promotions above grade PVT E2 require completion and submission to the ACofS,G1 of a Promotion Package (see paragraph 7d).
- b. The Commanding General has delegated to Brigade and Separate Unit Commanders the authority to promote GSDF enlisted personnel up to and including SGT (E5). Promotions made under this authority take place only after a pre-promotion review by AC of S G1 to verify eligibility of the individual and the publication of official HQ, GSDF promotion orders. A Promotion Package (as described in Para 7.d.) should be forwarded by the Commander concerned to the AC of S G1 at least 30 days in advance of the desired promotion date to allow time for eligibility verification and publication of promotion orders.
- c. Enlisted promotions to the grade of E6 (Staff Sergeant) and E7 (Sergeant First Class) are submitted through the AC of S G1 as described in Para 7.d. for Personnel Board evaluation before presentation to the Commanding general for approval. The Adjutant General is the final promotion authority for enlisted grades E8 (MSG/1SG) and E9 (SGM/CSM). All Promotion Requests requiring TAG approval must be type written for submission.

6. PROMOTION ELIGIBILITY: Promotion eligibility is based on a combination of factors. In order to be considered for promotion, the following criteria must be met:

- a. Position/Grade Vacancy: The GSDF Table of Organization (TO) establishes those personnel duty positions and ranks authorized for the GSDF. The individual to be promoted must either already occupy an authorized position in his/her unit calling for a higher grade (a grade vacancy) or be assigned upon promotion to a vacant position requiring a higher grade (a position vacancy). An individual may be assigned to serve in a vacant position calling for a higher grade than that to which he or she is being recommended for promotion. The Commanding General upon being provided justification may authorize temporary over-strengths to the TO authorizations when determined to be in the best interests of the GSDF.
- b. Time in Grade: The individual to be promoted must meet time in GSDF grade requirements as provided in the promotion qualification criteria listed in paragraph 6i, below. Upon the commander's recommendation, an individual may receive certain time in grade credit, as follows:
  - (1) An individual may receive up to 50% credit for time served in their current grade while in prior military service provided the prior military service was at the same grade or higher. For example, if the person to be promoted is currently in grade E5 (SGT) and is being recommended for E6 (SSG), and was an E5 (SGT) or higher in prior service, he/she can be given up to 50% time credit towards promotion to E6 (SSG). However, if the person to be promoted was in a lower grade, e.g., grade E4 (CPL) in prior service, no time credit is allowed.

(2) An individual may be granted time in grade credit upon completion of supplementary reading and submission of book report(s) from the professional education literature listed in Appendix A. These reading materials are separated into two categories, "Qualifying Reading" and "Optional Reading". Only those reading materials listed under "Qualifying Reading" will earn time in grade credit. However, further broadening of professional knowledge through reading those items listed under the "Optional Reading" category is strongly encouraged. To receive time in grade credit, an individual will prepare and submit a mandatory book report and deliver a mini-briefing to the unit commander. The unit commander will certify successful completion of this provision by notating results on the promotion recommendation form 624-1A. A copy of the submitted book report must be attached to the form. Each book report/briefing will qualify for two (2) months time in grade credit. A maximum of up to six (6) months time credit may be earned under this provision.

- c. Educational and Professional Development: The individual to be promoted must meet educational and professional development criteria as described in the promotion qualification criteria listed in paragraph 6i, below. Enrollment for all required courses/schools other than IET, SLC and appropriate FEMA courses must be coordinated and processed through the ACofS,G3.
- d. Performance Evaluation: The individual to be promoted must have performed duties in his or her current grade in a manner which demonstrates the potential for successful service in the next higher grade. Evidence of satisfactory performance must be provided by written evaluation report (GSD Form 623-1A) and prepared in accordance with GSDFR 623-1 (Performance Evaluations). A current 623-1A must be present in the individual's 201 personnel file.
- e. Certification Requirements: All candidates for promotion must be current in their First Aid and CPR certification and any other certifications/licenses required of the position. Copies of current certificates/licenses must be present in the individual's 201 personnel file.
- f. Military-Professional Occupational Specialties (MPOS): These include licensed and certified Medical Doctors, Dentists, Nurses, Psychiatrists, Attorneys serving in GSDF TO authorized JAG Staff positions, and Chaplains (see GSDFR 601-2 "Appointments").
  - 1. Promotion requirements for Medical Doctors, Dentists, Psychiatrists, Nurses, Attorneys and Chaplains serving in command positions or positions not related to their MPOS will include all criteria as set forth in paragraph 6i, below.
  - 2. Promotion requirements for Medical Doctors, Dentists, Psychiatrists, Nurses, Attorneys and Chaplains serving in non-command positions directly within their PMOS will include those time in grade criteria for promotion established in paragraph 6i, below. The Professional Development criteria for their promotion will be established based on recommendation of each MPOS supervisor (Command Surgeon, JAG, Chief of Chaplains) to the Personnel Review Board for appropriate educational equivalency relevant to the MPOS.
- g. College Degree Requirements: Equivalent executive-level business experience may be considered for waiver in lieu of an advanced (Masters) degree for promotion to Field Grade Officer levels. To be considered, the experience should be with an established, reputable company or enterprise, and the position held must be at least mid-level management and for a period of not less than 36 months.
- h. Professional Development Courses: The GSDF Schools Program operated under the auspices of the ACofS,G3 will be the primary source for basic professional education courses for GSDF personnel. Equivalent Officer and Non-Commissioned Officer courses from the Armed Forces of the United States (Army, Marines, Navy, Air Force, Coast Guard) and allied armed forces may be considered for purposes of fulfillment of related educational requirements provided these course(s) were successfully completed and appropriate documentation is submitted. The ACofS,G3 and the GSDF Personnel Review Board will determine the equivalency and applicability of these courses.
- i. Promotion Qualification Criteria: The time-in-grade and professional development requirements listed below for promotions apply to all GSDF personnel except as specified in Para 6.f.2. above.

<b>RANK (GR)</b>	<b>MINIMUM TIME IN GRADE</b>	<b>MINIMUM Professional Military Education (PME)</b>
PVT (E1)	Entry Level for non-prior military	GED or High School Diploma
PVT (E2)	Upon successful completion of Initial Entry Training (IET)	IET
PFC (E3)	6 months (5-6 drills) as E2 + AT	All training/PME shown above
CPL (E4)	1 year (10-12 drills) as E3 + AT	All training/PME shown above + Completed appropriate FEMA courses as periodically recommended by the G3 Schools Branch.
SGT (E5)	1 year (10-12 drills) as E4 + AT	Above + Soldier Leader Course (SLC) 100% complete
SSG (E6)	18 months (16-18 drills) as E5 + AT	No additional PME required
SFC (E7)	2 years (20-24 drills) as E6 + 2 AT's	All training/PME above + completion of Basic NCO Course (BNCOC) + any additional FEMA Courses recommended by the G3 Schools Branch.
MSG (E8)	3 years (30-36 drills) as E7 + 3 AT's	All training/PME above + completion of Advanced NCO Course (ANCOC) + (1SG Course if appointed as 1SG)
SGM (E9)	4 years (40-48 drills) as E8 + 4 AT's	Above + SGM Course
WO1 (W1)	1 year (10-12 Drills) as E6 or above + 1 AT	IET + Officer Candidate Course + GED or High School Diploma (College Degree not required)
CW2 (W2)	2 years (20-24 drills) as W1 + 2 AT's	No additional PME required
CW3 (W3)	2 years (20-24 drills) as W2 + 2 AT's	All training/PME above + GSDF Officer Advanced Course
CW4 (W4)	3 years (30-36 drills) as W3 + 3 AT's	All training/PME above + Command & General Staff Course (Bachelors Degree preferred)
CW5 (W5)	4 years (40-48 drills) as W4 + 4 AT's	No additional PME required
2LT (01)	1 year (10-12 Drills) + 1 AT	Bachelors Degree + IET + Completion of Officer Candidate School (OCS) , Direct Commissioned Officers completion of POBC.
1LT (02)	2 years (20-24 drills) as 2LT + 2 AT's	As above, no additional PME required
CPT (O3)	2 years (20-24 drills) as 1LT + 2 AT's	As above, no additional PME required
MAJ (O4)	3 years (30-36 drills) as CPT + 3 AT's	Above + Advanced Officer Course or Captains Career Course Phase I & II (Masters Degree Preferred)

LTC (O5)	3 years (30-36 drills) as MAJ + 3 AT's	Above + Command & General Staff Course
COL (O6)	4 years (40-48 drills) as LTC + 4 AT's	No additional PME required

7. PROMOTION RECOMMENDATIONS:

- a. The ACofS,G1, acting on unit commander's recommendations, will validate the promotion of enlisted personnel from grades PVT E2 through SGT E5 to ensure all eligibility criteria established in paragraph 6 above have been met and are reflected in the individuals 201 File. Brigade and separate unit commanders will route the individual's promotion packages through the ACofS,G1 to accomplish this process prior to awarding the promotion. AC of S G1 will have appropriate promotion Orders prepared and distributed to the unit Commander. Higher rank insignia will not be worn until Promotion Orders have been received from the AC of S G1. Recommendations for promotion to enlisted grades E6/SSG and above will follow the procedures outlined in the following subparagraphs.
- b. Enlisted personnel in grades E6/SSG or above may be recommended for advancement to Warrant Officer status based on proven ability and performance in an administrative or technical specialty skill, and provided they meet all other requirements of the Table of Organization (TO) position to be filled.
- c. Recommendations for direct promotion from enlisted to officer rank will not be accepted. Enlisted personnel seeking officer status as a 2LT (O1) must make application, be recommended by their commander, be selected to enroll and successfully complete the Officer Candidate School Course (OCS).
- d. Commanders may recommend officer, warrant officer and enlisted personnel above grade E5 for promotion by preparing a Promotion Package to be forwarded through command channels to the AC of S,G1. The Promotion Package must include the following documentation:
  - (1) GSDf Promotion Recommendation Form 624-1A. The Grade/Position Vacancy to which the individual will be assigned upon promotion must be shown on this Form along with the Table of Organization PAR and LIN numbers.
  - (2) A current Performance Evaluation Form 623-1A.
  - (3) Attendance records (during the time in grade period).
  - (4) Educational and/or Professional Development completion certificates not already in 201 file.
  - (5) Certifications or licenses (including current CPR and First Aid).
  - (6) Awards, letters of commendation, recommendations or support not already in 201 file.
  - (7) Any other pertinent information/documentation (including resume, transcripts, etc).
- e. Intermediate commanders will review and endorse GSDf Form 624-1A indicating their concurrence or non concurrence with the recommendation.
- f. The ACofS,G-1, will review the recommendation to ensure that the promotion eligibility criteria described in paragraph 6i, above, has been documented.
- g. The ACofS,G1 will validate promotions up to and including grade E5 (SGT). The ACofS,G1 will review and submit all promotion recommendations for grade E6/SSG and above to the GSDf Personnel Review Board. The Commanding General will review the recommendations of the Board and will either concur or non-concur with the recommendations

8. PERSONNEL REVIEW BOARD:

- a. The GSDf Personnel Review Board will convene monthly at HQ, GSDf to review and consider promotion recommendations submitted by unit commanders.
- b. At a minimum, the GSDf Personnel Review Board will consist of the following personnel:

- (1) The GSDF Deputy Commander, who shall serve as Board President, or his/her assign.
- (2) The GSDF Chief of Staff or his/her assign.
- (3) The GSDF ACofS,G1 or his/her assign.

- c. When considering senior enlisted promotions (SSG/E6 through SGM/E9), the President of the Board may request the GSDF Command Sergeant Major serve as a fourth member of the Board.
- d. The Board may request certain personnel to appear before the Review Board. These personnel may include the individual being recommended for promotion or anyone in their chain of command.
- e. The Board will review the Promotion Package and the individual's 201 Personnel File, with particular emphasis placed on meeting all promotion criteria, past performance, accomplishments and future potential.
- f. The Board will review recommendations submitted by subordinate commanders and make appropriate recommendations to the Commanding General.
- g. Board approved promotion packages for grades E8 and E9, senior Warrant Officers (CW4 and CW5) and Field Grade Officers (O4 through O6) shall be forwarded by the ACofS,G1 to the Adjutant General with the Commanding General's signature concurrence. The Adjutant General exercises approval authority for promotion to these grades.
- h. The ACofS,G1 will notify the unit commander of any promotion recommendation that did not gain Personnel Review Board (or higher authority) concurrence. In cases where Personnel Board approval (and TAG approval when required) has been made, the AC of S G1 will have appropriate Promotion Orders prepared and published. Individuals will not display rank insignia of their new rank until such time as Promotion Orders have been received by the Unit Commander.
- i. The ACofS,G1 shall also be responsible for validation of promotions of PVT/E2 through SGT/E5. Such promotions will be considered "temporary", until the ACofS,G1 publishes orders confirming the promotion (see paragraph 7a, above).

9. ANNOUNCEMENT OF PROMOTIONS: All promotions are officially announced by orders published by the ACofS,G1 (for E6 and above). Brigade level HQ will publish orders for promotions within their units through E5. Headquarters Commandant will publish orders for Grades E5 and below for HHC, Band, and 1<sup>st</sup> Medical Company. Copies of all orders published affecting promotions will be forwarded to AC of S G1 for inclusion in the soldiers' permanent personnel file.

10. DATE OF PROMOTION: The official and effective date of promotion ("date of rank") will be the date a promotion is approved by the appropriate approval authority (GSDF Commanding General or the Adjutant General), or in the case of grades E1 through E5, the date validated by the ACofS,G1 which will generally coincide with HQ, GSDF monthly drill schedules. Time in grade will be calculated based upon the date of rank.

The proponent of this regulation is the HQ, GSDF ACofS,G1. Local supplementation or alteration is not authorized. Comments or suggested changes may be submitted directly to the ACofS,G1.

BY ORDER OF THE GOVERNOR

OFFICIAL:

WILLIAM T. NESBITT  
Major General  
The Adjutant General

LOUIS F. COROSO, JR.  
COL GSDF  
Chief of Staff

DISTRIBUTION: GSDF-A

## APPENDIX A (Time-in-Grade Credit)

### **NON-COMMISSIONED OFFICERS (Grades E4 through E6)**

#### **QUALIFYING READING (provides Time-in-Grade credit)**

- a. **NCO Guide (latest edition)**. Rush, Robert S.  
b. **Good to Great**. Collins, Jim, Harper- Collins, New York, NY 2001.

#### **OPTIONAL READING (does not qualify for Time-in-Grade credit)**

- The Three Meter Zone: common sense leadership for NCOs. Pendry, J. D. Navato: Presidio Press, 2000
- FM 22-100, Military Leadership
- Making of The Corps. Ricks, Thomas E., Scribner 1997
- Corps Values. Miller, Zell, Longstreet Press 1996
- Dictionary of Military Terms. US Department of Defense
- Keeping Faith. Schaeffer, John, Carroll & Graff Publishers 2002
- Faith of My Fathers. McCain, John, Random House 1999

### **SENIOR NON-COMMISSIONED OFFICERS (Grades E7 through E9)**

#### **QUALIFYING READING (provides Time-in-Grade credit)**

- **NCO Guide (latest edition)**. Rush, Robert S.
- **Good to Great**. Collins, Jim, Harper- Collins, New York, NY 2001

#### **OPTIONAL READING (does not qualify for Time-in-Grade credit)**

- Common Sense Training: a working philosophy for leaders. Collins, Arthur. Navato: Presidio Press 1998
- Small Unit Leadership: a common sense approach. Malone, Dandridge. Navato: Presidio Press 1983
- Military Leadership: in pursuit of excellence. Taylor, Robert. Boulder, CO, Westview Press 1992
- The Challenge of Command: Reading for Military Excellence (West Point Military History Series). Nye, Roger H., The Berkley Publishing Group 1986, 2002
- Becoming a Better Leader and Getting Promoted in Today's Army: the NCOs guide to putting the soldier first. Walker, Wilson L. Manassas Park, VA: Impact Publications 2002
- Beyond Terror: strategy in a changing world. Peters, Ralph. Mechanicsburg, PA: Stackpole Books 2002

### **WARRANT OFFICERS (Grades W1 through W3) and COMPANY-GRADE OFFICERS (Grades O1 through O3)**

#### **QUALIFYING READING (provides Time-in-Grade credit)**

Army Officer's Guide (latest edition). LTC Lawrence P. Crocker, USA (Customs and courtesies)  
**Good to Great**. Collins, Jim, Harper- Collins, New York, NY 2001

#### **OPTIONAL READING (does not qualify for Time-in-Grade credit)**

Military Strategy: principles, practices and historical perspectives. Collins, John M. Washington, DC: Brassey's, 2002. U162. C64 2002

- FM 22-100, Leadership
- FM-101-5, Staff Organization and Operations
- Morals Under the Gun: the cardinal virtues, military ethics, and american society. Toner, James H. Lexington: University Press of Kentucky, 2000
- Military Leadership: in pursuit of excellence. Taylor, Robert. Boulder, CO, Westview Press 1992
- Small Unit Leadership: a common sense approach. Malone, Dandridge. Navato: Presidio Press 1983
- The Moral Warrior: ethics and service in the US military. Cook, Martin L. Albany: SUNY Press, 2004
- Common Sense Training: a working philosophy for leaders. Collins, Arthur. Navato: Presidio Press 1998
- Company Command, The Bottom Line. John G. Meyer, Jr., Brassey's, Inc., 1996

- Soldiers and Civilians: the civil-military gap and american national security. Feaver, Peter D., Kohn, Richard H., Cambridge: MIT Press, 2001. UA23. S5269 2001
- Making of The Corps. Ricks, Thomas E., Scribner 1997
- Corps Values. Miller, Zell, Longstreet Press 1996
- Guidelines for the Leader and Commander. General Bruce C. Clarke
- On Leadership and the Profession of Arms. General John A. Wickham, Jr.
- A Study in Command. Essame, H. Patton: NY: Charles Scribner's Sons, 1974
- Military Officer (monthly subscription). COL Warren S. Lacy, USA-Ret, Alexandria, VA
- Keeping Faith. Schaeffer, John, Carroll & Graff Publishers 2002
- Faith of My Fathers. McCain, John, Random House 1999

**WARRANT OFFICERS (Grades W4 through W5) and FIELD-GRADE OFFICERS (Grades O4 through O6)**

**QUALIFYING READING in addition to the Required Reading for Warrant officers and Company Grade Officers(provides Time-in-Grade credit)**

Leadership: The Warrior's Art (second edition). Kolenda, Christopher D., Carlisle, PA: Army War College Foundation Press, 2001. UB210 L21 2001

American Generalship: Character is Everything: The Art of Command. Puryear, Edgar F. Novato: Presidio Press, 2000. UB210 P81 2000

The Challenge of Military Leadership. Brown, Dale E. Washington, DC: Pergamon-Brassey's 1989

Beyond Terror: strategy in a changing world. Peters, Ralph. Mechanicsburg, PA: Stackpole Books 2002

The Challenge of Command: Reading for Military Excellence (West Point Military History Series). Nye, Roger H., The Berkley Publishing Group 1986, 2002

**OPTIONAL READING (does not qualify for Time-in-Grade credit)**

- Supreme Command: soldiers, statesmen and leadership in wartime. Cohen, Eliot A. New York: Free Press, 2002. U21.5 C65 2002
- Military Review (monthly subscription) C&GSC. Fort Leavenworth, KS
- Terrorism, Asymmetric Warfare and Weapons of Mass Destruction: defending the US homeland. Cordeman, Anthony. Westport: Praeger, 2002
- Small Wars Manual United Marine Corps Nineteen-Forty. Schaffer, Ronald, Sunflower University, Press, 1940
- US Marine Corps Small Wars Manual. Pavilion Press, 2004

APPENDIX B (Promotion Recommendation Form)

Georgia State Defense Force  
**PROMOTION RECOMMENDATION FORM**

**FORM  
624-1A**

Candidate:	Current Rank:	Name:	Date:
SSN:      -      -	Unit:	Current Position:	Par: ____ Lin: ____
Proposed Rank / Grade:	Proposed Position:	Par: ____ Lin: ____	

<p><b>Has this candidate successfully completed the following:</b></p> <p>Initial Entry Training (IET) / or official waiver:    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>All required FEMA courses:                                <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Leadership Development Course:                        <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Basic NCO Course:    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Advanced NCO Course:                                     <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Basic Officer Course:                                      <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Advanced Officer Course:                                 <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Command &amp; General Staff Course:                    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Other: _____</p> <p>Comments: _____</p>	<p><b>Describe this candidate's background and qualifications:</b></p> <p>Prior Military:    <input type="checkbox"/> Yes (rank ____ and years ____ )    <input type="checkbox"/> No</p> <p>Highest level of education:  <input type="checkbox"/> HS    <input type="checkbox"/> AA/AS    <input type="checkbox"/> BA/BS    <input type="checkbox"/> Masters    <input type="checkbox"/> PhD/JD/MD</p> <p>Highest level of civilian work experience ( 1=entry level and 10=executive )  1      2      3      4      5      6      7      8      9      10</p> <p>Date current rank awarded: _____</p> <p>Date of last Performance Evaluation: _____</p> <p>Rating of last Performance Evaluation: _____</p> <p>Other: _____</p>
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Originating Officer Comments:

**Certification:    I certify that the candidate named above is eligible and deserving of this promotion in accordance with GSDF policies; and that all information contained herein and attached hereto are correct:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Endorsing Officer Comments:

**CONCUR**       **NON-CONCUR**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Academically Qualified: <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> Time in Grade: <input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b> Comments:	Signature: _____ (Personnel Officer, GSDF)
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<input type="checkbox"/> <b>CONCUR</b> <input type="checkbox"/> <b>NON-CONCUR</b>	Signature: _____ (Review Board President, GSDF)
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<input type="checkbox"/> <b>CONCUR</b> <input type="checkbox"/> <b>NON-CONCUR</b>	Signature: _____ (Commander, GSDF)
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Review Board Comments: