

Soon-to-be O2,

You will be promoting this month. Congratulations!

Ask admin for the date of this ceremony. We are still waiting for the NAVADMIN that has your official promotion date so there may be a delay in finishing the paperwork.

The items necessary for promotion are listed below. Several of these items require action on your part, so please accomplish them prior to the ceremony date (where applicable) and ask any questions you may have. If you have any questions regarding this, contact the current HT-28 Promotions officer (Their Email and Phone contact information will be outside of the Admin office on the board. Most of the answers to your questions should be found below. The items you need to know and/or accomplish in order to promote include:

1. Purchase O-2 rank for all of your uniforms.
2. Take one of your flight suits to the PR shop with your new rank at least one week prior to the ceremony date to be sewn on.
3. Go to the Aircrew Shop downstairs at the end of the hall on the right, past the Student Ready Room, and talk to the Aircrewmembers to get your name patch ordered if you have not yet done so. Generally a 10 day - 2 week turnaround.
4. Sign your promotion forms in Admin. This will occur day of. The forms will be in a Yellow Folder on the front desk, and all of the instructions are on the front of the folder. Read the instructions carefully and fill out your form. Once it is filled out, re-insert the form in the left pocket of the folder. Once all the forms are filled out by promotees, Admin will route them to the CO for his signature. Typically he will sign them the morning of the ceremony.
5. After the CO signs the forms, and following the promotion ceremony, come to Admin to retrieve your completed form. Take the form (photo copy, Admin keeps the original) to Pass and ID to get your new CAC. Currently, Pass and ID is only accepting appointments, which you can book online. <https://idco.dmdc.osd.mil/idco/#/locator> (Marines, HT-28 Admin does not handle your paperwork, so please work through the Senior Marine to get the paperwork needed for your new ID.)
6. Ceremony: Show up AT LEAST 20 minutes prior to the scheduled time. Once I have coordinated date and time with CO, I will put snivels in for each of you in TIMS. Information SHOULD show up on the schedule as a meeting for the day of the ceremony, so look for it, but if there is any doubt, check with me.
7. **Uniform - Khakis / Charlies.** Get them prepped well in advance and have them ready in the event of a short turnaround/notice. Find an IP prior to the ceremony and let them know that they will be pinning you. Let me know at least a few days prior to the ceremony who you're having pin you on. Day of, make sure you take the frogs off the back so the insignia can be swapped out quickly during the ceremony. I'll confirm with you the day prior to the ceremony that you have chosen and informed someone that they will be pinning you and also that your uniform is ready.
8. If the promotion is conducted before your official date of rank, you are allowed to wear the new rank; however, do not go by pass and ID until your date of rank or later.