



SONS OF VETERANS RESERVE  
NATIONAL MILITARY DEPARTMENT  
SONS OF UNION VETERANS OF THE CIVIL WAR

**REQUEST FOR COMMISSION**

**I. PERSONAL DATA**

|                                     |          |                             |            |
|-------------------------------------|----------|-----------------------------|------------|
| NAME (LAST, FIRST, MIDDIAL INITIAL) |          | CAMP NAME                   | DEPARTMENT |
| CURRENT GRADE                       | SVR UNIT | CURRENT SVR DUTY ASSIGNMENT |            |

**II. PROMOTIONS (Check only one category below)**

I certify that the individual above has met the requirements for promotion to the grade of \_\_\_\_\_ by fulfilling the conditions prescribed in SVR Regulations, Articles II, III, IV or V for the promotion below (check only one promotion category).

**a. COMPANY** (manning strength)

PROMOTION TO:

2 Lt.                      Unit strength must exceed 15 men.  
 1 Lt.                      Unit strength must exceed 20 men.  
 Cpt.                         Unit strength must exceed 30 men.

**b. BATTALION** (duty assignment and manning strength)

PROMOTION TO:            UNIT STRENGTH OVER 90 IN 3 COMPANIES

1 Lt.                      Must be appointed Adjutant.  
 Cpt.                        Must be appointed Chief of Staff.  
 Maj.                        Must be elected Commander.

**c. DISTRICT** (duty assignment and manning strength)

|   |   |
|---|---|
| PROMOTION TO:            UNIT STRENGTH UNDER 250  | UNIT STRENGTH OVER 250                                    |
| <input type="checkbox"/> 2 Lt.                      Must be appointed Chaplain or Public Info Officer.        | Must be appointed Chaplain or Public Info Officer.        |
| <input type="checkbox"/> 1 Lt.                      Must be appointed Insp. Gen., Chief of Staff or Adj. Gen. | Must be appointed Insp. Gen., Chief of Staff or Adj. Gen. |
| <input type="checkbox"/> Cpt.                        Must be appointed Commander.                             | Must be appointed Commander.                              |
| <input type="checkbox"/> Maj.                        Must be appointed Commander.                             | Must be appointed Commander.                              |
| <input type="checkbox"/> LtC.                        Must be appointed Commander.                             | Must be appointed Commander.                              |

**d. NATIONAL** (duty assignment and manning strength)

|  |  |
|--|--|
| PROMOTION TO:            UNIT STRENGTH UNDER 500   | UNIT STRENGTH OVER 500   |
| <input type="checkbox"/> 1 Lt.                      Must be appointed Chaplain or Public Info Officer.               | Must be appointed Deputy Provost Marshall.                                     |
| <input type="checkbox"/> Cpt.                        Must be appointed Quartermaster, Wash. Liaison or JAG.          | Must be appointed Chaplain or Public Info Officer.                             |
| <input type="checkbox"/> Maj.                        Must be appointed Insp. Gen., A.G., Chief of Staff or Dep. Co.  | Must be appointed Quartermaster, JAG or Provost Marshall.                      |
| <input type="checkbox"/> LtC.                        Must be appointed Insp. Gen., A.G., Chief of Staff or Dep. Co.  | Must be appointed Insp. Gen., Wash. Liaison , A.G., Chief of Staff or Dep. Co. |
| <input type="checkbox"/> Col.                         Must be appointed Insp. Gen., A.G., Chief of Staff or Dep. Co. | Must be appointed Insp. Gen., Wash. Liaison , A.G., Chief of Staff or Dep. Co. |

**III. DEMOTION**

REDUCE MEMBER TO GRADE CHECKED (Enter reasons in Section VI, Remarks, on reverse side or in an attached letter.)

Pvt.     Cpl.     Sgt.     2Lt.     1Lt.     Cpt.     Maj.     LtC.

**IV. ACTION BY DISTRICT HEADQUARTERS AND BELOW**

|              |                                  |           |      |
|--------------|----------------------------------|-----------|------|
| REQUESTED BY | SIGNATURE OF SVR UNIT COMMANDER  | SVR UNIT  | DATE |
| APPROVED     | SIGNATURE OF BATTALION COMMANDER | BATTALION | DATE |
| APPROVED     | SIGNATURE OF DISTRICT COMMANDER  | DISTRICT  | DATE |

**-A COMMISSION FEE OF \$3.00 MUST BE ENCLOSED WITH THIS REQUEST-**

**V. ACTION BY NATIONAL HEADQUARTERS**

|                                      |   |
|--------------------------------------|---|
| <input type="checkbox"/> APPROVED    | A Certificate is enclosed for presentation to the individual showing his new grade. This endorsement constitutes evidence of promotion or demotion. |
| <input type="checkbox"/> DISAPPROVED | Reasons are stated on the reverse side or in the attached letter.   |

## VI. REMARKS

### INSTRUCTIONS AND GUIDANCE FOR COMPLETING SVR FORM 1A

#### ITEM

- I. *Self-explanatory.*
- II. *Indicate grade requested in this block. Check only one promotion category. For example, a member being promoted at the District level should not also check a promotion in the Company he belongs to.*
  - a. **Company.** Insure that the member has demonstrated the minimum skill and professional level that is commensurate with the grade. Per Article V, grade distribution is dependent on unit's manning strength and more than one officer of the same grade is not authorized.
  - b. **Battalion.** Per Article IV, the Commander is authorized to recommend only two officers, as indicated.
  - c. **District.** Per Article III, the Commander is authorized to recommend the officers, as indicated, based on the membership strength in his District.
  - d. **National.** Per Article II, the Commander is authorized to appoint the officers, as indicated, based on the membership strength in the organization.
- III. *Recommendations for demotion will follow the same administrative procedures as promotions, to include consideration by the appropriate promotion board. Final action rests with the promoting authority. (See Article II, paragraph 4.)*
- IV. *Only the promoting authority is authorized to approve promotions and this form must bear his personal signature. Stamped signatures are not acceptable. Deputy Commanders are authorized to approve promotions only in the prolonged absence of the Commander. The officer's commission fee must be included.*
- V. *Self-explanatory*