

**FY24 Missouri Enlisted Promotion Checklist
(Consideration to SSG and Above)**

Rank	Name (Print Last, First, MI)	Unit

1. By signing below, I acknowledge the EPS Board will assess my performance/potential through reviewing the below documents from my iPERMS record:

- a. Service School Academic Evaluation Report (DA 1059) and/or SSD/DLC Completion Certificate (ALL)
- b. Awards
- c. Certificate of Release or Discharge from Active Duty
- d. Official Transcript for Civilian College/University/Trade/Business Schools/College Degree
- e. NCO Evaluation Reports (Last 5 yrs if applicable)

2. The following documents **will be included** with the EPS packet:

- a. NGB Form 4100-1B (*Only applicable to current E9s and MSGs not currently eligible for SGM*).
- b. Letter to the President of the Board (LPB) (*See paragraph 4 below, if applicable*).
- c. Current and Validated Selection Record Brief (SRB) (*Within last 12 months*).
- d. DTMS Individual Training Report (ITR) containing most recent record APFT/ACFT and all HT/WT on and after 1 March 2021. Gender must be redacted.
- e. Any documents listed above that is not in your iPERMS record.

3. The following personnel data is accurately reflected in the system of record as listed below:

- _____ - Grade Entry Date (IPPS-A)
- _____ - Highest DLC/SSD Level (IPPS-A)
- _____ - Highest Professional Military Education (IPPS-A)
- _____ - Most Recent Body Fat Assessment (DTMS or DA Form 5500/5501)

4. Letter to the President of the Board (LPB): A letter **WILL** be written by the Soldier to provide an explanation to any matter concerning unknowns or documents that are missing, incorrect, or erroneous within the Soldier's iPERMS record and/or EPS packet. If not addressed, the Soldier's assessment may be negatively impacted. Do not include adverse comments concerning any other person or criticize any other Soldier. If addressing a missing or incorrect APFT/ACFT or weigh-in, do not include the DA Form 705, DA Form 5500 or DA Form 5501 in the EPS packet.

5. By signing below, I confirm the data is accurately reflected in my EPS packet and IPPS-A record and meets the data cutoff provided in Enclosure 1 and Enclosure 2 in the FY24 EPS MOI.

Soldier Signature	Date

6. By signing below, I confirm the data is accurately reflected above and the Soldier's most recent DA Form 5500/5501 (if applicable) has been input into DTMS, or, is filed locally until DTMS has been updated to incorporate the one-site circumference-based tape method IAW Army Directive 2023-11.

1SG Name	1SG Signature	Date