

**FY25 MOARNG Enlisted Promotion Checklist
(Consideration to SFC)**

RANK	FULL NAME	DOD ID
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1. Promotion Consideration:

_____ - EPS List Consideration to the Next Higher Grade

2. The following (most recent) personnel data is accurately reflected in my IPPS-A record:

_____ - Grade Entry Date (GED) to SSG

_____ - Weapons Qualification

_____ - Army Combat Fitness Test (ACFT)

_____ - Awards

_____ - Professional Military Education (PME)

_____ - Civilian Education

3. Any discrepancies regarding the personnel data listed above will require my Full-Time Support (FTS) to update my IPPS-A profile.

4. The following documents will be included with this checklist in preparation for the EPS board:

- a. Letter to the President of the Board (LPB) (see paragraph 5 below, if applicable).
- b. DTMS Individual Training Report (ITR) containing most recent ACFT and weigh-in and (if applicable) body fat assessment data.
- c. Current and Validated Selection Board Record Brief (SRB) (current within the last 12 months)
- d. Any documents that are not in your iPERMS record.

5. Letter to the President of the Board (LPB): A letter will be written by the Soldier to the President of the promotion consideration board to provide justification for material discrepancies concerning any documents that are missing, incorrect, or erroneous within their record. Failure to address and provide justification for material discrepancies within the Soldier's record could result in their score being reduced in accordance with (IAW) the Memorandum of Instruction (MOI) for the 2025 Enlisted Promotion System (EPS). The letter will not include any correspondence that criticizes or reflects on the character, conduct, or motives of any Soldier.

6. I understand that the consideration board will evaluate and rate using the whole Soldier concept IAW enclosure 7 of the Memorandum of Instruction (MOI) for the 2025 Enlisted Promotion System (EPS). Voting board members will evaluate myself utilizing this packet and the following folders from my iPERMS record:

- a. Evaluation (NCOER, DA Form 1059, AER, etc.)
- b. Education (Course Certificate, College Transcript, Trade Certification, etc.)
- c. Commendatory (Award, Badges, Tabs, Certificate of Achievement, etc.)
- d. Disciplinary (Article 15, Letter of Reprimand, etc.)

7. By signing below, I acknowledge that I've educated myself on the Enlisted Promotion System Standard Operating Procedures (SOP) and the Memorandum of Instruction (MOI) for the 2025 Enlisted Promotion System (EPS). Also, I've made my promotion consideration elections in IPPS-A.

SOLDIER'S SIGNATURE

DATE

8. By signing below, I confirm that the Soldier was awarded every opportunity to update any discrepancies in IPPS-A, DTMS or iPERMS with their FTS. Also, they were provided the appropriate mentorship when making their promotion consideration elections in IPPS-A.

1SG FULL NAME

1SG SIGNATURE

DATE