

FY23 Missouri Enlisted Promotion Checklist (SGT and Above)

Rank	Name (Print Last, First, MI)	Unit
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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 (initial by each or indicate N/A for not applicable):

- _____ 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.
- _____ c. Current and Validated Selection Record Brief (SRB) – Certified SRBs will not be accepted.
- _____ d. Any documents listed above THAT ARE NOT in your iPERMS record.

3. The following personnel data is accurately reflected in my IPPS-A record:

- _____ - Grade Entry Date
- _____ - Highest DLC/SSD Level
- _____ - Highest Professional Military Education
- _____ (*initial or explain in LPB*) - IPPS-A accurately reflects my most current APFT/ACFT
- _____ (*initial or explain in LPB*) - IPPS-A accurately reflects my HT/WT history on and after 1 October 2019

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 event, do not include DA 705s, DA 5500s, and DA 5501s in the packet.

By signing below, I confirm the data above is accurately reflected in my IPPS-A record and meets the data cutoff provided in Annex A and B in the FY23 EPS MOI.

Soldier Signature

Date

1SG Name

1SG Signature

Date