## FY25 MOARNG Enlisted Promotion Checklist (Consideration to MSG, SGM, 1SG and CSM)

RANK	FULL NAME	DOD ID
1. Promotion	n Consideration:	
	- EPS List Consideration to the Next I	Higher Grade
2. Leadersh	ip Consideration (1SG, BN CSM and E	BDE CSM):
a. Curre	nt E-7 Only:	
	- Consideration for 1SG	
b. Curre	nt E-8 Only:	
	- Consideration for 1SG	
	- Consideration for BN CSM (must me	eet the criteria for SGM)
c. Currei	nt E-9 Only:	
	- Consideration for BN CSM	
	- Consideration for BDE CSM (must n	neet the criteria for BDE CSM)
3. The follow record:	ving (most recent) personnel data is a	ccurately reflected in my IPPS-A
	- Grade Entry Date (GED) to Current	Grade
	- Weapons Qualification	
	- Army Combat Fitness Test (ACFT)	
	- Awards	
	- Professional Military Education (PM	E)
	- Civilian Education	

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

- 5. 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 6 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.
- 6. 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.
- 7. I understand that the consideration board will evaluate and rate using the whole Soldier concept IAW enclosure 7 and 8 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.)

1SG FULL NAME

(MOI) for the 2025 Enlisted Promotion sconsideration elections in IPPS-A.	,	ve made my promotion	
SOLDIER'S SIGNATURE	DATE		
<ol> <li>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.</li> </ol>			

**1SG SIGNATURE** 

DATE

8. By signing below, I acknowledge that I've educated myself on the Enlisted Promotion System Standard Operating Procedures (SOP) and the Memorandum of Instruction