

## 2024 Master Sergeant/First Sergeant EPS Consideration Checklist

*Instructions: Documentation that is not included in this packet will be marked N/A in the initials block*

**\*\*\*Date of Rank Cutoff: E8 20210930\*\*\***

NAME: \_\_\_\_\_ RANK: \_\_\_\_\_ CPMOS: \_\_\_\_\_

DOR: \_\_\_\_\_ EMPLID: \_\_\_\_\_ UIC: \_\_\_\_\_ MSC: \_\_\_\_\_

(Reference cutoff dates above)

**Initials**

**Soldier Verify:**

My most current NCOER is in iPERMS or I have submitted a memo explaining its status. ....

I have reviewed iPERMS and verified all documents are correct or submitted a memo explaining the deficiencies. ....

I have validated my ERB is correct or I have provided a justification memo explaining the deficiencies.....

I have selected my region elections in IPPS-A and on this checklist... ..

**Unit Admin Initial:**

I verified with the Soldier their most current APFT/ACFT & HT/WT is keyed in DTMS.....

**Include in Packet:**

CPMOS Change Request DA Form 4187:.....

**\*Needed if different from IPPS-A CPMOS or NGB Form 4100. If blank, DA Form 4187 not applicable if requested CPMOS is PMOS.\***

Memorandum to President of the Board (**Optional unless deficiencies exist, then required**).....

Biographical Sketch .....

NGB Form 4100-1B ARNG Senior Enlisted Worksheet .....

**1SG** – Do you want to be considered for 1SG?.....YES / NO... .. 1SG Consideration Memorandum....

**\*1SG Consideration – Promotable E7s, Current E8s, and Promotable E8s not on BQL.\***

**Validated Selection Board Record Brief**.....

**\*May include Draft NCOER that is with Examiner if all parties have signed\***

Region Elections:    1    2    3    4    5    6    7    8    9    10    CO    BN    BDE

Special Skill Identifier Elections:    Flight    SFAB    Instructor    Immaterial    Sniper

Reviewed by:

\_\_\_\_\_  
Soldier's Signature and Date

\_\_\_\_\_  
First Sergeant Signature and Date

\_\_\_\_\_  
Unit Admin Signature and Date