

E5/E6 Promotion Board Checklist FY24

NAME:	RANK:	SSN:		
UNIT:	INITIALS:			
Documents must be in iPERMS, IPPS-A, DTMS and reflected on ERB	SOLDIER (Required)	UNIT (Required)	BN Required if applicable	BDE Required if applicable
1. Promotion Recommendation by Commander in IPPS-A and verified by export and signature on rosters (SMs without recommendations will not be boarded)				
2. Promotion Consideration and Preferences selected and VALIDATED by Soldier in IPPS-A				
3. Ensure HOR, civilian email, and contact phone number is in IPPS-A				
4. Promotion Points review and VALIDATED by Soldier in IPPS-A				
5. BDE/BN verify Board Rosters for accuracy (if applicable)				
6. CPMOS DA 4187 (if applicable) approved and updated in IPPS-A				
7. APFT/ ACFT, HT/WT, Weapons Qualification entered in DTMS, and HT/WT reflected on ERB				
8. Ensure Selection Board ERB reflects awards, ASI/SQI, military and civilian courses/degree/trade school, last NCOER date, assignment history to include leadership, deployment history and is validated				
9. iPERMS PRR within one year Date Reviewed:				
10. Thru Memo Declining Promotion Consideration				
11. Commander's denial DA 4187 and Counseling				
NOTES:				