

Human Resources Actions  
Branch (NGGA-PEA)

**Enlisted  
Personnel  
Management  
(EPM)  
Part A – Preparation**

Joint Force Headquarters  
Georgia Army National Guard  
Marietta, GA, 30060  
1 October 2024

# SUMMARY of CHANGE

## **Enlisted Personnel Management Part A – Preparation Revision dtd 1 October 2024**

- o Supports Chapter 6, Enlisted Promotions and Reductions, effective 21 July 2024. ARNG promotions and reductions have been integrated into Chapter 6, AR 600-8-19.
- o Eligibility Criteria Changes
- o Suspension of DLC/SSD
- o EPS Submission (formerly known as EPS Turn-In) Digital Requirements
- o Digital Leadership Lateral Addendum
- o DMD Temporary Promotion Elections

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## **Chapter 1 Overview**

### **1-1. Purpose**

To provide clear procedural guidance for the Georgia Army National Guard (GAARNG) in preparation for the Calendar Year 2025 (CY25) EPM Cycle. In this SOP, you will find guidance and information to prepare upcoming Soldiers that are considered for the CY25 Enlisted Promotion System (EPS) Cycle. This will consist of; Eligibility Roster, Board Preferences, EPS Submission Requirements, Administrative Data Cut-Off, and Semi-Centralized/De-Centralized Board Process.

### **1-2. References**

References referred to or used in this Standard Operating Procedure (SOP) are identified in EPS Cycle 2025 Memorandum of Instruction (MOI) and Appendix A.

### **1-3. Explanation of Abbreviations and Terms**

Abbreviations and special terms used in this SOP are identified in Appendix B.

### **1-4. Applicability**

This policy applies to Enlisted Soldiers of the Georgia Army National Guard in a Title 32 status and Title 10 Active Duty Operational Support (ADOS) or mobilized status. Promotion of Title 10 Active Guard Reserve (AGR) Soldiers is not covered in this policy.

### **1-5. Proponent**

The proponent for this policy is the GAARNG Deputy Chief of Staff, Personnel G1. Questions regarding the information contained in this SOP or the EPM process should be referred to the Human Resources Actions Branch HR Tech, G-1 Sergeant Major, or the EPM NCOIC.

## **Chapter 2 Defining the Consideration Process**

### **2-1. Eligibility Criteria**

For consideration to be placed on the EPS List, Soldiers must be Military Occupational Specialty Qualified (MOSQ), recommended by their commander for consideration, and meet the below rank specific requirements. Time in Grade (TIG) and Time in Service (TIS). Professional Military Education (PME) for Soldiers' current grade rank must be met by 1 October 2024.

\*Note: Ensure highest PME required for the next grade are ACTIVE in IPPS-A. If highest PME does not exist in IPPS-A, it must be entered.

Requirements for EPS List Consideration (on the EPS List)				
Board	DOR prior to	PEBD prior to	Cumulative Enlisted Service	Professional Military Education
E8 – E9	31 Dec 2022	31 Dec 2009	31 Dec 2015	MLC
E7 – E8	31 Dec 2022	31 Dec 2013	31 Dec 2017	SLC
E6 – E7	31 Dec 2022	31 Dec 2017	31 Dec 2019	ALC
E5 – E6	1 Apr 2024	N/A	N/A	BLC
E4 – E5	N/A	N/A	N/A	N/A

Table 2-1

## 2-2. Officer Producing Programs

a. Personnel Policy Operational Memorandum (PPOM) # 21-026 clarifies the eligibility criteria for promotion consideration of enlisted Soldiers participation in an Officer producing program, Officer Candidate School (OCS) or Warrant Officer Candidates (WOCS).

b. Soldiers entering an officer producing program (OCS or WOCS) with promotion list status will not be administratively removed.

c. Upon being awarded special reporting code (SRC) 09S/09W, an enlisted Soldier is no longer eligible or available for selection to a higher enlisted grade. Upon completion of OCS/WOCS or withdrawal of SRC 09S/09W, the Soldier regains eligibility to compete for enlisted promotion, provided they did not accept their commission.

d. Simultaneous Membership Program (SMP) 09R participants are not eligible for consideration.

## 2-3. Eligibility Roster

EPM will update the Eligibility Roster via Teams [GAARNG G1 Enlisted Personnel Branch](#) |

## Chapter 3

### EPS Submission (formerly known as EPS Turn-In)

#### 3-1. G-1 Processing

The G-1 published the annual promotion board MOI on 01 June 2024 outlining the board procedures and requirements for the following year's EPS Cycle. The MOI was disseminated via the State Fragmentary Order (FRAGORD), emailed to MSC S-1s, and posted to the EPS Forum, link [CY25 EPS FORUM](#).

#### 3-2. MSC Processing

Submission dates with EPM for the MSCs are annotated in the annual MOI. During EPS submission documents will be submitted electronically via IPPS-A CRM case unless specified otherwise. EPS submissions include:

- a. Non-recommendation for promotion packets:
  - (1) DA Form 4856, Counseling for Denial of consideration for promotion (Figure 3-1).
  - (2) DA Form for 4187 Denial of consideration for promotion (Figures 3-2 through 3-4).
  - (3) DA Form 4187 1SG or CSM Denial for Leadership (Figure 3-5).
- b. Letter to the president of the board (LTPOB) for missing or incorrect information will be submitted in PDF format. The naming convention will be the Soldier's social security number followed by an underscore, followed by the document name: ex. "0123456789\_LTPOB.pdf". Letters are strongly recommended to be brief and only address deficiencies in the Soldier's record.
- c. Career Progression MOS (CPMOS) changes to the Primary Military Occupational Specialty (PMOS) listed in IPPS-A are required to submit a DA 4187 (Figure 3-6) in accordance with (IAW) National Guard Regulation (NGR) 600-200 paragraph 2-7 prior to October 1, 2024. All CPMOS requests must be approved by the G1 and updated in IPPS-A by the EPM G-1 Section. Requests for CPMOS change to 79T (recruiting) must be approved by the Recruiting and Retention Battalion Commander prior to G1 Approval. EPM will use the Soldier's PMOS when considering the Soldier unless the CPMOS change is approved by the G1 for the upcoming cycle.
- d. Additional Supporting documents to justify accountability for Soldiers unable to complete board preferences (i.e. orders).
- e. MOS Immaterial Positions (00F/00D) positions:
  - (1) To fill the most qualified Soldiers by job classification and duty description in MOS immaterial vacancies, MSCs, R&R, and O6 Staff Directorates will provide recommendations specifying MOSs they feel best to select from and the duty description for each MOS immaterial position to the EPM section no later than the specified BDEs EPS submission date for consideration during that year's EPS cycle.
  - (2) A copy of the approval memorandum will be uploaded to the EPS Forum.
  - (3) The G1 will be the approval authority for all M-Day MOS immaterial positions. The Chief of Staff (CoS) will be the approval authority for AGR MOS immaterial positions.
  - (4) Units will annotate position status (i.e., AGR, MDAY) and MOS requested on the 00F roster located in teams at [GAARNG G1 Enlisted Personnel Branch](#) |

f. Units can request only SQI, ASI, or Language Identification Code (LIC) qualified Soldiers to be promoted into their units by submitting a written request signed by the MSC Commander. Approval Authority is the G1.

g. Temporary Deployment Promotion (TDP) Board Preferences are for current TDP Soldiers to be considered for the upcoming cycle at their prior rank. These Soldiers will not have an option to complete Board Preferences in IPPS-A. TDP Soldiers are required to make elections for CY25 manually. Board Preferences will be completed at the below Google Form

- <https://forms.gle/64KqLj6zYPUSzfaP7>. Refer to Enlisted Personnel Management (EPM) SOP Part B – Selection, Promotion, and other EPM Policies for additional information on Deployment Temporary Promotions.

h. CSM/1SG Lateral Leadership Addendum is for all E9s and those E8s who do not meet TIG/TIS requirements for consideration will complete the via the following Teams link: [CSM/1SG Lateral Leadership Addendum](#)

i. Centralized board member roster will identify the best qualified leaders to sit on the boards. The Master Board Roster is located on teams at [GAARNG G1 Enlisted Personnel Branch](#) |





- (1) Specific EPM Geographical Locations or select all for statewide.
- (2) Soldiers who do not elect any AOC will be considered for statewide.
- (3) Partial Election of AOC will be considered only for preferences marked "YES".
- (4) AGR Soldiers will only be considered statewide IAW AR 600-9-19 and NGR 600-5.

\*Note: Selecting statewide ensures Soldiers will not be bypassed for AOC.

f. All Soldiers in the grade of E4 and E5 are required to validate the accuracy of the data shown in the Soldier's Promotion Points tile in IPPS-A to calculate their administrative promotion points when completing their promotion preferences. If inaccurate, units will make updates to each category in the correct system of record.

g. If a Soldier is unavailable to elect their preferences, the unit must submit supporting documentation and the Soldier Unavailable Memo (Figure 3-9) in lieu of reason for missing elections. Commanders and First Sergeants can no longer make selections for Soldiers.

h. Units will certify and upload Certified Selection Board Soldier Record Brief (SRB) into iPERMS.

i. Commander's will elect to recommend or non-recommend a Soldier for promotion. Any Soldier not recommended for promotion, must be IAW AR 600-8-19, para 6-32. The non recommendations packets must be forwarded for all Soldiers that are not recommended (refer to Figures 3-1 through 3-5). Soldiers who are not recommended for promotion and/or leadership positions will be afforded 30 days to submit appeal requests through the chain of command to the G-1. Approval authority for Soldiers not recommended are as follows:

(1) Denial of Promotion Consideration for SPC, CPL and SGT: Commander in the rank of Lieutenant Colonel.

(2) Denial of Promotion Consideration for SSG and SFC: Commander in the rank of Colonel (Chief of Staff for Joint Force Headquarters (JFHQ) and the G1 for R&R).

(3) Denial of Consideration for Promotion for MSG and Leadership Positions: GAARNG, Commanding General.

(4) Approval authority for non-recommendation cannot be delegated.

(5) TAG is the appeal authority for all ranks.

### **3-4. Unsatisfactory Participants EPM Documents**

a. MSCs will submit completed copies of the GAARNG Form 0151, Enlisted Separations, dated January 2018, signed by the MSC Commander for Soldiers who are coded as an unsatisfactory participant. GAARNG Form 0151 is completed in accordance with GA JAG SOPs.

b. The G-1 will validate that the Soldier has the correct ASCO in IPPS-A for unsatisfactory participation.

## **Chapter 4 Centralized Boards**

### **Section I General**

#### **4-1 Centralized Board Concept**

a. The centralized board will be conducted for the purpose of evaluating individual Soldier performance and the potential for Soldiers being considered for promotion to SSG-SGM. This Board will utilize an Automated Board System.

b. Centralized boards are conducted at GAARNG JFHQ with each command providing board members. Specific requirements for board members, date, time and place of the board will be established and published by G-1 in the annual MOI.

c. Centralized boards will evaluate Soldiers using their entire record of qualities, qualifications, accomplishments, and failures, known as the “Whole Soldier Concept”; using a baseline that is established by MSC CSMs based on guidance received from the Commanding General, and/or SCSM GAARNG. Baselines are grade specific, catered to the traits and experiences necessary for promotion to each grade (ie the E5-E6 baseline will be different than the E7-E8 baseline).

d. Leadership boards (1SG and CSM) are conducted as centralized boards at GAARNG JFHQ. The processes and requirements for leadership boards can be found in GAARNG Enlisted Boards SOP.

#### **4-2. Board Members and Responsibilities at Centralized Promotion Boards using Guard Suite**

a. The board is appointed by memorandum from the G1. The board will be comprised of a president, members, and recorders. MSC requirements for providing members for centralized boards will be published in the annual MOI.

b. Members consist of selected Soldiers from each MSC. Each board will have a mix of members who are senior to the boarded Soldiers, (e.g. for the SFC Board, the board members must be E8 and above), with a CSM serving as the board president. The board will be composed of maximum diversity to include duty status, combat/support MOSs, gender, race/ethnicity, and duty positions.

c. Members of the board will review the records and documents available for each Soldier and award points using the “Whole Soldier Concept”. Members will refer questionable items to the recorder who will consult with the board president. Recorders will review the scoring of each panel member to ensure the point spread between panel members is within the standard set. Any board member’s evaluation that exceeds the margin will have the file returned for review. This quality review is to ensure the panel member reviewed all pertinent documents. Upon a second review, if the board member is satisfied with their evaluation the points will be final. Discussion between panel members is authorized during this quality review if the panel member needs clarification.

d. Members will review each Soldier until each applicant receives a total of five votes regardless of the number of board members.

e. Centralized Board Recorders will be provided by G-1. The recorder will manage the lists/packets of Soldiers being considered for promotion and ensure that training is given to board members on how to evaluate Soldiers being considered for promotion.

f. Upon completion of board member voting, the recorder will close the board. The recorder or G-1 will then generate any reports that are needed and generate an OML by CPMOS.

## **Section II**

### **Conducting the Centralized Board**

#### **4-3. Board Guidance**

a. It is essential that the ARNG has Soldiers who are outstanding troop leaders as well as those who can provide leadership skills in other areas, such as specialist career fields and supporting staff and units. The board must evaluate and rate each Soldier, recognizing that various assignments and MOSs require different strengths, techniques and backgrounds.

b. Centralized boards will evaluate Soldiers using the "Whole Soldier Concept" and the established baseline.

c. During the proceedings, each board member considers the Soldier's career. This process ensures that no one success or minor setback, in itself, would be an over-riding factor in determining the Soldier's standing in relation to his or her peers.

d. Board members will sign an oath affirming that they will not divulge the proceeding or results of the board except to the proper authority. Board members may discuss the general promotion selection process to help their Soldiers and others better understand the process. They may also counsel their Soldiers on the data in their records and how their qualifications compare to the criteria in Chapter 6, AR 600-8-19.

e. Derogatory information may be made available to the board members for review; and the weight of given information will be determined by the collective judgment of the board.

#### **4-4. Board Documents**

a. Board members will review the following documents on each Soldier by accessing Interactive Personnel Electronics Records System (iPERMS) and IPPS-A:

(1) Soldier Record Brief (SRB). The SRB is largely used to evaluate Soldiers based on the Whole Soldier Concept. It will be considered only for Soldiers in the grades of E5 through E8. It is imperative for Soldiers to ensure their SRB is updated and accurate. Criteria evaluated may include Assignment History, Deployment History, Military Education, Civilian Education, Weapons Qualification, and Awards. Missing and outdated information on the SRB may negatively affect a Soldier's evaluation.

(2) Academic Evaluation Report (DA Form 1059). The most important DA 1059 is the completion of PME. Soldiers who "Exceed Course Standards" will likely be given favorable consideration.

(3) Award Certificates. Used to verify awards listed on the SRB and provide the context for the award. Achievement awards will be weighted favorably.

b. Digital Training Management System Spreadsheet (DTMS) will be used to verify current and passing ACFT and height/weight data. Absence or failing of ACFTs may negatively affect a Soldier's evaluation. A memorandum to the president of the board is highly recommended to explain extenuating circumstances causing the absence of ACFT.

c. Other iPERMS documents may be used to verify information contained in one of the above categories.

d. Memorandum to the president of the board is only authorized IAW AR 600-8-19, paragraph 6-31.

## **Appendix A References**

### **AR 25-50**

Preparing and Managing Correspondence, 10 October 2020

### **AR 135-91**

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures, 14 March 2016

### **AR 350-1**

Army Training and Leader Development, 10 December 2017

### **AR 600-8-19**

Enlisted Promotions and Demotions, 21 June 2024

### **ARNG-IPPG**

Army National Guard IPPS-A Personnel Policy Guidance, 20 November 2020

### **DoD Manual 5200.02**

Procedures for the DoD Personnel Security Program (PSP), 29 October 2020

### **NGR 600-5**

The Active guard Reserve Program Title 32, Full Time National Guard Duty, 12 May 2023

### **NGR 600-200**

Enlisted Personnel Management, 25 March 2021

### **PPOM 21-026**

Consolidated Enlisted Promotion Policies, 13 May 2021

### **DMD Temporary Promotions**

GAARNG Guidance on Deployment Temporary Promotions Policy 10 October, 2023

### **PPOM 24-014**

Army National Guard (ARNG) Implementation Guidance for Suspension of Temporary Promotions and Select/Train/Educate/Promote (STEP) Policy and the Reduction of the On- Line Training, 07 June 2024

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**Figure 3-3**  
DA Form 4187, Denial of Promotion Consideration for SSG or SFC

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Soldier Unavailable Memo

## **Glossary**

### **Section I Abbreviations**

#### **ACFT**

Army Combat Fitness Test

#### **ADMINCRCTN**

Administrative Correction

#### **ADOS**

Active Duty Operational Support

#### **ADT**

Active Duty Training

#### **AGR**

Active Guard Reserve (also Active Guard/Reserve)

#### **ALC**

Advanced Leader Course

#### **AMOS**

Alternate Military Occupational Specialty

#### **AOC**

Area of Consideration

#### **AR**

Army Regulation

#### **ARNG**

Army National Guard

#### **ASCO**

Assignment Consideration Code

#### **ASI**

Additional Skill Identifier

#### **ATC**

Attachment

#### **ATRRS**

Army Training Requirements and Resources System

**BAR**

Bar to Reenlistment, Immediate Reenlistment, or Extension

**BLC**

Basic Leader Course

**CBRN**

Chemical, Biological, Radiological, and Nuclear

**CCFP**

Critical Care Flight Paramedic

**CES**

Cumulative Enlisted Service

**CPMOS**

Career Progression Military Occupational Specialty

**CTE**

Culminating Training Event

**DA**

Department of the Army

**DCSPER**

Deputy Chief of Staff, Personnel

**DD**

Department of Defense

**DISS**

Defense Information System for Security

**DLC**

Distributed Leader Course

**DTMS**

Digital Training Management System

**DOR**

Date of Rank

**EPM**

Enlisted Promotion Manager

**EPS**

Enlisted Personnel Services

**ESO**

Education Services Officer

**ETP**

Exception to Policy

**ETS**

Expiration Term of Service

**FRAGORD**

Fragmentary Order

**GA**

Georgia

**GAARNG**

Georgia Army National Guard

**GKO**

Guard Knowledge Online

**HOR**

Home of Record

**HRAB**

Human Resources Actions Branch

**HRO**

Human Resources Office

**IAW**

In Accordance With

**IBR**

IPPS-A Board Roster

**ICM**

Intra-Command Move

**ING**

Inactive National Guard

**iPERMS**

Individual Personnel Electronic Records System



**IPPS-A**

Integrated Personnel and Pay System – Army

**IRR**

Individual Ready Reserves

**JFHQ**

Joint Force Headquarters

**M-Day**

Mobilization Day (traditional Soldier)

**MILPO**

Military Personnel Officer

**MOB**

Mobilization

**MOI**

Memorandum of Instruction

**MOS**

Military Occupational Specialty

**MOSQ**

Military Occupational Specialty Qualified

**MSC**

Major Subordinate Command

**MTOE**

Modified Table of Organization and Equipment

**NCO**

Noncommissioned Officer

**PME**

Noncommissioned Officer Education System

**NCOIC**

Non-Commissioned Officer In Charge

**NGB**

National Guard Bureau

**NGR**

National Guard Regulation

**OCS**

Officer Candidate School

**OML**

Order of Merit List

**Par**

Personnel Action Request

**PCA**

Permanent Change of Assignment

**PER**

Promotion Eligibility Roster

**PHA**

Periodic Health Assessment

**PME**

Professional Military Education

**PMOS**

Primary Military Occupational Specialty

**POS**

Duty Position Change

**PPOM**

Personnel Policy Operational Memorandum

**PSP**

Personal Security Program

**REFRAD**

Release From Active Duty

**RING**

Return from Inactive National Guard

**SCSM**

State Command Sergeant Major

**SFAB**

Security Force Advisory Battalion

**SLC**

Senior Leader Course

**SLPRR**

State Logistic Personnel Prioritization Roster

**SMAPP**

Special MOS Alignment Promotion Program

**SMOS**

Secondary Military Occupational Specialty

**SMP**

Simultaneous Membership Program

**SNAB**

Senior Non-commissioned Officer Assignment Board

**SOP**

Standard Operating Procedure

**SQI**

Skill Qualification Identifier

**SRB**

Soldier Record Brief (formerly ERB / ORB)

**SRC**

Special Reporting Code

**SRU**

Solider Recovery Unit

**STAB**

Standby Advisory Board

**TAG**

The Adjutant General

**TDA**

Table of Distribution and Allowances

**TIG**

Time In Grade

**TING**

Transfer to Inactive National Guard

**TIS**

Time In Service

**TPR**

Technician Personnel Regulation

**USAR**

United States Army Reserves

**USASMC**

US Army Sergeants Major Course

**USC**

United States Code

**WLC**

Warrior Leader Course

**WOC**

Warrant Officer Candidate

**Section II****Terms****G1**

Deputy Chief of Staff, Personnel (DCSPER); the senior military personnel officer (MILPO) at division and above.

**G-1**

The office and staff of the G1.

**M-Day**

The common term used to describe traditional drilling Guardsmen. The term refers to that unnamed date in the future upon which a traditional drilling Guardsman is called into active service under Presidential authority for a mobilization.

**Unit**

A company, troop, or battery.

<b>DEVELOPMENTAL COUNSELING FORM</b>		
For use of this form, see ATP 6-22.1; the proponent agency is TRADOC.		
<b>PRIVACY ACT STATEMENT</b>		
<b>AUTHORITY:</b> 5 USC 301, Departmental Regulations, 10 USC 3013, Secretary of the Army. <b>PRINCIPAL PURPOSE:</b> These records are created and maintained to manage the member's Army and Army National Guard service effectively, to document historically a member's military service, and safeguard the rights of the member and the Army. <b>NOTE:</b> For additional information, see the System of Records Notice A0600-8-104b AHRC, <a href="https://oicis.defense.gov/Privacy/SORNIndex/DOD-wide-SORN/Article-View/Article/570051/a0600-8-104b-ahrc/">https://oicis.defense.gov/Privacy/SORNIndex/DOD-wide-SORN/Article-View/Article/570051/a0600-8-104b-ahrc/</a> . <b>ROUTINE USE(S):</b> There are no specific routine uses anticipated for this form; however, it may be subject to a number of proper and necessary routine uses identified in the system of records notice specified in the purpose statement above. <b>DISCLOSURE:</b> Disclosure is voluntary.		
<b>PART I - ADMINISTRATIVE DATA</b>		
Name (Last, First, MI) <b>SOLDIER'S NAME</b>	Rank/Grade	Date of Counseling
Organization	Name and Title of Counselor <b>UNIT COMMANDER'S NAME, Commander</b>	
<b>PART II - BACKGROUND INFORMATION</b>		
<b>Purpose of Counseling:</b> (Leader states the reason for the counseling, e.g. Performance/Professional/Event-Oriented counseling, and include the leader's facts and observations prior to the counseling.) Approach: <input type="checkbox"/> Non Directive <input type="checkbox"/> Combined <input type="checkbox"/> Directive Type of Counseling: <input checked="" type="checkbox"/> General Form <input type="checkbox"/> Professional Growth <input type="checkbox"/> Performance <input type="checkbox"/> Event Oriented		
<b>PERFORMANCE/PROFESSIONAL COUNSELING.</b> (SOLDIER'S RANK AND NAME), THE PURPOSE OF THIS COUNSELING IS TO INFORM YOU THAT I AM RECOMMENDING/REQUESTING THAT YOU NOT BE CONSIDERED FOR PROMOTION AND/OR LEADERSHIP POSITIONS FOR THE UPCOMING 2024 EPS BOARD.		
<b>PART III - SUMMARY OF COUNSELING</b>		
Complete this section during or immediately subsequent to counseling.		
<b>Key Points Discussion:</b>		
(SOLDIER'S RANK AND NAME), IAW AR 600-8-19, CHAPTER 6, PARAGRAPH 6-32, I AM RECOMMENDING/REQUESTING THAT YOU NOT BE CONSIDERED FOR PROMOTION AND/OR LEADERSHIP POSITIONS OR PLACEMENT ON THE UPCOMING EPS AND LEADERSHIP LISTS DURING THE UPCOMING 2024 EPS BOARD.  THE REASON I AM RECOMMENDING/REQUESTING THIS ACTION IS (STATE REASON FOR NON-CONSIDERATION) i.e.; CONTINUED APFT FAILURE, CONTINUED INABILITY TO MEET ARMY WEIGHT STANDARDS, POOR DUTY PERFORMANCE, SPECIFIC INCIDENT OF MISCONDUCT, INSUFFICIENT EXPERIENCE AND KNOWLEDGE IN PERSONAL AND PROFESSIONAL QUALITIES, FAILURE TO SHOW POTENTIAL TO PERFORM AT THE NEXT HIGHER RANK, ETC... (TYPICALLY, THERE SHOULD BE SOME COUNSELING/NCOER(S) SHOWING THESE FACTS).  YOU NEED TO UNDERSTAND THAT I AM NOT THE APPROVAL AUTHORITY FOR THIS ACTION. DENIAL OF PROMOTION CONSIDERATION TO SGT WILL BE APPROVED BY THE FIRST COMMANDER AUTHORIZED IN RANK OF LTC OR HIGHER. DENIAL OF PROMOTION CONSIDERATION TO SSG AND SFC WILL BE APPROVED BY THE FIRST COMMANDER AUTHORIZED IN RANK COL OR HIGHER. DENIAL OF PROMOTION CONSIDERATION TO MSG OR SGM WILL BE APPROVED BY THE STATE ADJUTANT GENERAL. DENIAL OF LEADERSHIP POSITION CONSIDERATION FOR 1SG/CSM WILL BE APPROVED BY THE STATE ADJUTANT GENERAL. THESE COMMANDERS WILL PERSONALLY APPROVE OR DISAPPROVE THESE ACTIONS, AND WILL NOT DELEGATE THIS AUTHORITY.  IF APPROVED, THE DENIAL OF CONSIDERATION WILL BE MAINTAINED ONLY WITH, AND WILL EXPIRE WITH, THE PROMOTION LIST FOR WHICH IT WAS INITIATED (2025 EPS LIST). YOU MAY REBUT (APPEAL) THIS RECOMMENDATION/REQUEST AND SUBMIT STATEMENTS THAT DIRECTLY AFFECT YOUR CIRCUMSTANCES. YOU HAVE UP TO ONE MONTH TO PREPARE COMMENTS AND CONSULT WITH A JUDGE ADVOCATE, IF DESIRED. AFTER ONE MONTH HAS PASSED, THIS RECOMMENDATION/REQUEST WILL BE SUBMITTED FOR FINAL APPROVAL/DISAPPROVAL, REGARDLESS OF WHETHER OR NOT YOU HAVE SUBMITTED DOCUMENTATION ON YOUR BEHALF. THE FINAL APPEAL AUTHORITY IS THE STATE ADJUTANT GENERAL OR APPROPRIATE DESIGNEE.		
<b>OTHER INSTRUCTIONS</b>		
This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.		
<b>DA FORM 4856, MAR 2023</b> <span style="float: right;">APD AEM v1.02EB Page 1 of 2</span> <small>PREVIOUS EDITIONS ARE OBSOLETE.</small>		

Figure 3-1 DA Form 4856, Denial for Promotion Consideration



Figure 3-1 DA Form 4856, Denial for Prom

<b>PERSONNEL ACTION</b>		
For use of this form, see DA PAM 600-8; the proponent is the DCS, G-1.		
<b>PRIVACY ACT STATEMENT</b>		
<b>AUTHORITY:</b> 10 U.S.C. 7013, Secretary of the Army; DA PAM 600-8, Military Human Resources Management Administrative Procedures. <b>PRINCIPAL PURPOSE:</b> To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8. <b>NOTE:</b> For additional information see the System of Records Notice A0600-8-104 AHRC. <a href="https://dpold.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf">https://dpold.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf</a> <b>ROUTINE USE(S):</b> There are no specific routine uses anticipated for this form; however it may be subject to a number of proper and necessary routine uses identified in the system of records notice(s) specified in the purpose statement above. <b>DISCLOSURE:</b> Voluntary, however, failure to impart pertinent information may result in a delay or error in processing the request for personnel action.		
<b>SECTION I - PERSONAL IDENTIFICATION</b>		
1. THRU (Include ZIP Code)	2. TO (Include ZIP Code) BATTALION COMMANDER STREET ADDRESS CITY, STATE ZIP CODE	3. FROM (Include ZIP Code) UNIT COMMANDER STREET ADDRESS CITY, STATE ZIP CODE
4. NAME (Last, First, MI) SOLDIER'S NAME	5. GRADE OR RANK / PMOS / AOC	6. DOD ID NUMBER
<b>SECTION II - DUTY STATUS CHANGE (AR 600-8-6)</b>		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
<b>SECTION III - REQUEST FOR PERSONNEL ACTION</b>		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify): Denial of Promotion Consideration to SPC, CPL, or SGT
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)	10. DATE (YYYYMMDD)	
<b>SECTION IV - REMARKS (Applies to Sections II, III, and V)</b>		
Authority: AR 600-8-19, PARA 6-32. Commander's counseling for denial of promotion and/or leadership position consideration is attached.  _____ Company/Troop/Battery First Sergeant signature/date                      Concur    Non-concur  _____ Company/Troop/Battery Commander signature/date                      Concur    Non-concur  _____ Battalion/Squadron CSM signature/date                      Concur    Non-concur		
<b>SECTION V - CERTIFICATION / APPROVAL / DISAPPROVAL</b>		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -		
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER / AUTHORIZED REPRESENTATIVE UNIT COMMANDER	13. SIGNATURE	14. DATE (YYYYMMDD)

Figure 3-2 DA Form 4187, Denial of Promotion Consideration for SPC, CPL, or SGT



Figure 3-2 DA Form 4187, Denial of Pron

<b>PERSONNEL ACTION</b>		
For use of this form, see DA PAM 600-8; the proponent is the DCS, G-1.		
<b>PRIVACY ACT STATEMENT</b>		
AUTHORITY: 10 U.S.C. 7013, Secretary of the Army; DA PAM 600-8, Military Human Resources Management Administrative Procedures.		
PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.		
NOTE: For additional information see the System of Records Notice A0600-8-104 AHRC. <a href="https://dpold.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf">https://dpold.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf</a>		
ROUTINE USE(S): There are no specific routine uses anticipated for this form; however it may be subject to a number of proper and necessary routine uses identified in the system of records notice(s) specified in the purpose statement above.		
DISCLOSURE: Voluntary, however, failure to impart pertinent information may result in a delay or error in processing the request for personnel action.		
SECTION I - PERSONAL IDENTIFICATION		
1. THRU (Include ZIP Code) BATTALION COMMANDER STREET ADDRESS CITY, STATE ZIP CODE	2. TO (Include ZIP Code) BRIGADE COMMANDER STREET ADDRESS CITY, STATE ZIP CODE	3. FROM (Include ZIP Code) UNIT COMMANDER STREET ADDRESS CITY, STATE ZIP CODE
4. NAME (Last, First, MI) SOLDIER'S NAME	5. GRADE OR RANK / PMOS / AOC	6. DOD ID NUMBER
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify): Denial of Promotion Consideration to SSG or SFC
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)	10. DATE (YYYYMMDD)	
SECTION IV - REMARKS (Applies to Sections II, III, and V)		
Authority: AR 600-8-19, PARA 6-32. Commander's counseling for denial of promotion and/or leadership position consideration is attached.		
Company/Troop/Battery First Sergeant signature/date	Concur	Non-concur
Company/Troop/Battery Commander signature/date	Concur	Non-concur
Battalion/Squadron CSM signature/date	Concur	Non-concur
Battalion/Squadron Commander signature/date	Concur	Non-concur
Brigade CSM signature/date	Concur	Non-concur
SECTION V - CERTIFICATION / APPROVAL / DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -		
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER / AUTHORIZED REPRESENTATIVE UNIT COMMANDER	13. SIGNATURE	14. DATE (YYYYMMDD)

DA FORM 4187, DEC 2022

PREVIOUS EDITIONS ARE OBSOLETE.

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Figure 3-3 DA Form 4187, Denial of Promotion Consideration for SSG or SFC



Figure 3-3 DA Form 4187, Denial of Pron

PERSONNEL ACTION		
For use of this form, see DA PAM 600-8; the proponent is the DCS, G-1.		
<b>PRIVACY ACT STATEMENT</b>		
AUTHORITY: 10 U.S.C. 7013, Secretary of the Army; DA PAM 600-8, Military Human Resources Management Administrative Procedures.		
PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.		
NOTE: For additional information see the System of Records Notice AD600-8-104 AHRC. <a href="https://dpcid.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf">https://dpcid.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf</a>		
ROUTINE USE(S): There are no specific routine uses anticipated for this form; however it may be subject to a number of proper and necessary routine uses identified in the system of records notice(s) specified in the purpose statement above.		
DISCLOSURE: Voluntary, however, failure to impart pertinent information may result in a delay or error in processing the request for personnel action.		
SECTION I - PERSONAL IDENTIFICATION		
1. THRU (Include ZIP Code) BRIGADE COMMANDER STREET ADDRESS CITY, STATE ZIP CODE	2. TO (Include ZIP Code) The Adjutant General - Georgia ATTN: G1 1000 Halsey Avenue, Bldg 447 Marietta, GA 30060	3. FROM (Include ZIP Code) UNIT COMMANDER STREET ADDRESS CITY, STATE ZIP CODE
4. NAME (Last, First, MI) SOLDIER'S NAME	5. GRADE OR RANK / PMOS / AOC	6. DOD ID NUMBER
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify): Denial of Promotion Consideration to MSG or SGM
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V)		
Authority: AR 600-8-19, PARA 6-32. Commander's counseling for denial of promotion and/or leadership position consideration is attached.		
Company/Troop/Battery First Sergeant signature/date	Concur	Non-concur
Company/Troop/Battery Commander signature/date	Concur	Non-concur
Battalion/Squadron CSM signature/date	Concur	Non-concur
Battalion/Squadron Commander signature/date	Concur	Non-concur
Brigade CSM signature/date	Concur	Non-concur
Brigade Commander signature/date	Concur	Non-concur
SECTION V - CERTIFICATION / APPROVAL / DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -		
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		

Figure 3-4 DA Form 4187, Denial of Promotion Consideration for MSG or SGM



Figure 3-4 DA Form 4187, Denial of Pron



<b>PERSONNEL ACTION</b>		
For use of this form, see DA PAM 600-8; the proponent is the DCS, G-1.		
<b>PRIVACY ACT STATEMENT</b>		
AUTHORITY: 10 U.S.C. 7013, Secretary of the Army; DA PAM 600-8, Military Human Resources Management Administrative Procedures.		
PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.		
NOTE: For additional information see the System of Records Notice A0600-8-104 AHRC. <a href="https://dpcld.defense.gov/Portals/49/Documents/Privacy/SQRNs/Army/A008-8-104-AHRC.pdf">https://dpcld.defense.gov/Portals/49/Documents/Privacy/SQRNs/Army/A008-8-104-AHRC.pdf</a>		
ROUTINE USE(S): There are no specific routine uses anticipated for this form; however it may be subject to a number of proper and necessary routine uses identified in the system of records notice(s) specified in the purpose statement above.		
DISCLOSURE: Voluntary, however, failure to impart pertinent information may result in a delay or error in processing the request for personnel action.		
SECTION I - PERSONAL IDENTIFICATION		
1. THRU (Include ZIP Code) BRIGADE COMMANDER STREET ADDRESS CITY, STATE ZIP CODE	2. TO (Include ZIP Code) The Adjutant General - Georgia ATTN: G1 1000 Halsey Avenue, Bldg 447 Marietta, GA 30060	3. FROM (Include ZIP Code) UNIT COMMANDER STREET ADDRESS CITY, STATE ZIP CODE
4. NAME (Last, First, MI) SOLDIER'S NAME	5. GRADE OR RANK / PMOS / AOC	6. DOD ID NUMBER
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify): Deny Consideration for Leadership Position 1SG or CSM
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V)		
Authority: AR 600-8-19, PARA 6-32. Commander's counseling for denial of promotion and/or leadership position consideration is attached.		
Company/Troop/Battery First Sergeant signature/date	Concur	Non-concur
Company/Troop/Battery Commander signature/date	Concur	Non-concur
Battalion/Squadron CSM signature/date	Concur	Non-concur
Battalion/Squadron Commander signature/date	Concur	Non-concur
Brigade CSM signature/date	Concur	Non-concur
Brigade Commander signature/date	Concur	Non-concur
SECTION V - CERTIFICATION / APPROVAL / DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -		
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER / AUTHORIZED REPRESENTATIVE UNIT COMMANDER	13. SIGNATURE	14. DATE (YYYYMMDD)

DA FORM 4187, DEC 2022

PREVIOUS EDITIONS ARE OBSOLETE.

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Figure 3-5 DA Form 4187, Denial of Leadership Position Consideration for 1SG or CSM



Figure 3-5 DA Form 4187, Denial of Lead

<b>PERSONNEL ACTION</b>		
For use of this form, see DA PAM 600-8; the proponent is the DCS, G-1.		
<b>PRIVACY ACT STATEMENT</b>		
<b>AUTHORITY:</b> 10 U.S.C. 7013, Secretary of the Army; DA PAM 600-8, Military Human Resources Management Administrative Procedures. <b>PRINCIPAL PURPOSE:</b> To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8. <b>NOTE:</b> For additional information see the System of Records Notice A0800-8-104 AHRC. <a href="https://dpold.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A008-8-104-AHRC.pdf">https://dpold.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A008-8-104-AHRC.pdf</a> <b>ROUTINE USE(S):</b> There are no specific routine uses anticipated for this form; however it may be subject to a number of proper and necessary routine uses identified in the system of records notice(s) specified in the purpose statement above. <b>DISCLOSURE:</b> Voluntary, however, failure to impart pertinent information may result in a delay or error in processing the request for personnel action.		
<b>SECTION I - PERSONAL IDENTIFICATION</b>		
1. THRU (Include ZIP Code) Brigade/MSC Commander Address City, State, Zip Code	2. TO (Include ZIP Code) G1 Deputy Chief of Staff, Personnel Attention: HR Actions Branch 1000 Halsey Avenue, Building 447 Marietta, GA 30060	3. FROM (Include ZIP Code) Company Commander Address City, State, Zip Code
4. NAME (Last, First, MI) SOLDIER'S NAME	5. GRADE OR RANK / PMOS / AOC CURRENT GRADE/RANK/PMOS	6. DOD ID NUMBER
<b>SECTION II - DUTY STATUS CHANGE (AR 600-8-6)</b>		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
<b>SECTION III - REQUEST FOR PERSONNEL ACTION</b>		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify): CPMOS CHANGE
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
<b>SECTION IV - REMARKS (Applies to Sections II, III, and V)</b>		
CPMOS Requested: Explanation on reason for CPMOS CHANGE. Soldier must sign DA 4187.		
<b>SECTION V - CERTIFICATION / APPROVAL / DISAPPROVAL</b>		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -		
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER / AUTHORIZED REPRESENTATIVE UNIT COMMANDER	13. SIGNATURE	14. DATE (YYYYMMDD)

Figure 3-6 DA Form 4187, CPMOS Change



Figure 3-6 DA Form 4187 CPMOS Chang

## **SOLDIER'S GUIDE**

**Do not want to be  
considered for CY25  
Promotion?**

**Create a CRM case!**



**GUIDE TO CREATE A  
CRM CASE**

**Figure 3-7 How to Create a CRM Case**



Figure 3-7 How to  
Create a CRM Case.ppt

**AREA OF CONSIDERATION**

GL 1
CALHOUN CANTON CEDARTOWN DALTON DOUGLASVILLE ROME

GL 5	
ATLANTA DECATUR DOBBINS ARB ELLENWOOD FOREST PARK	GRIFFIN JACKSON KENNESAW MARIETTA NEWNAN

GL 2
COVINGTON CUMMING GAINESVILLE LAWRENCEVILLE MILLEDGEVILLE MONROE WINDER DAHLONEGA

GL 6
COLUMBUS FORSYTH FT BENNING LAGRANGE MACON

GL 3
ELBERTON HARTWELL TOCCOA WASHINGTON

GL 7
ALBANY CORDELLE TIFTON THOMASVILLE VALDOSTA

GL 4
AUGUSTA DUBLIN FT GORDON METTER SWAINSBORO THOMSON WAYNESBORO

GL 8
BRUNSWICK DOUGLAS FT STEWART GGTC GLENNVILLE HINESVILLE SAVANNAH SPRINGFIELD STATESBORO

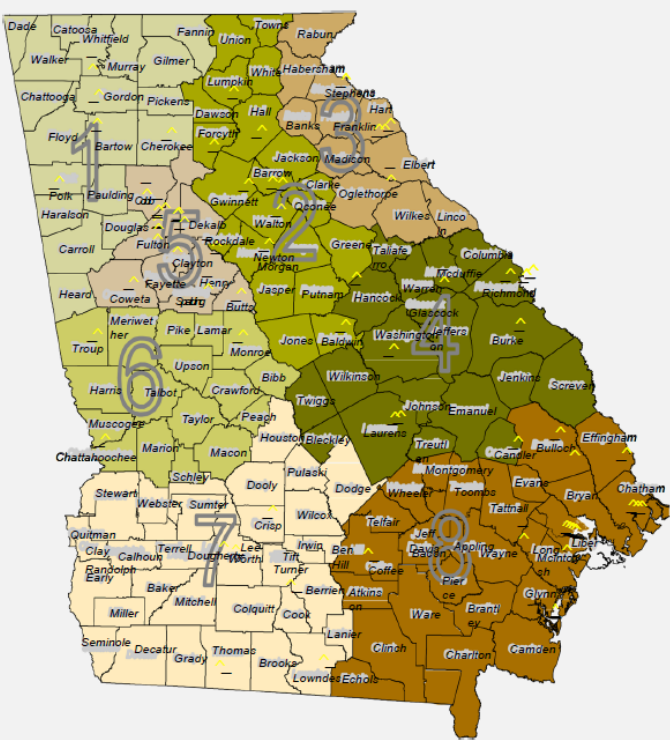


Figure 3-8 EPS Geographical Locations



Figure 3-8 EPS Geographical Locations



DEPARTMENT OF THE ARMY  
GEORGIA ARMY NATIONAL GUARD  
\*\*\*\*\*  
UNIT NAME \*\*\*\*\*

(OFFICE SYMBOL)

MEMORANDUM FOR RECORD

SUBJECT: (RANK, FIRST AND LAST NAME) was not available for signature on Cycle Year 24 EPS Submission documents.

1. The purpose of this memorandum is to make knowledge that the Soldier was not available to review the EPS form, select or decline consideration, and choose options due to temporary duty, absence or CAC issues.

2. The point of contact for this memorandum is (NAME OF UNIT DELEGATE)  
at (DELEGATE'S EMAIL)

(FIRST NAME, MI, LAST NAME)  
(RANK, GAARNG/USA)  
(TITLE)

**Figure 3-9 Soldier Unavailable for Signature Memo**



Figure 3-9 Soldier  
Unavailable for Sign