

**Steps on Completing Deployment Temporary Promotion
G-1 EPM
As of 20 October 2024**

Eligibility & Execution:

All requests must be to the state office for approval prior to Title 10 start date. Deployment Manning Document (DMD) as of the Title 10 start date is the approval for position verification. Effective date of promotion will be Boots on Ground (BOG) in country.

Unit:

- 1.) Soldier is assigned to higher grade position on the DMD (mobilization must be 6+ Months)
- 2.) Unit verifies arrival at deployment location for effective date of promotion
- 3.) Unit verifies Soldier is on current and/or eligible to be on next CY EPS List
- 4.) Unit verifies no other deploying Soldier is eligible for that slot but sitting in a lower grade slot
- 5.) Unit verifies no other deploying Soldier is higher than that Soldier on the EPS list
- 6.) Unit completes DA 4856 with Soldier and Company Commander Signature
- 7.) Unit initiates IPPS-A CRM case, naming convention "DMD Promotion, Last Name, First Name, DOD, MSC"
- 8.) Unit attaches completed DA 4856 provided by the EPM Team.
- 9.) Unit routes CRM case through all channels (BN, BDE, State G-1 Office) for final approval

BDE:

- 10.) BDE verifies number 1 thru 5 above
- 11.) BDE places DA4856 in IPERMS
- 12.) BDE pushes completed CRM case with DA4856 attached to EPM Team.

G-1 EPM Team:

- 13.) EPM verifies number 1-5 above (verifies with G3 on arrival in country date for effective date of promotion).
- 14.) EPM ads P7 ASCO to SMs record in IPPS-A
- 15.) EPM teams annotates DMD promotion on EPS list and DMD Promotions tab on EPS Forum
- 16.) EPM promotes Soldier to the higher grade and approves final PAR in IPPS-A
- 17.) EPM team uploads selection memo signed by G1 to iperms
- 18.) EPM team will monitor if DMD promoted Soldiers are selected for promotion
- 19.) EPM team will reduce AGR Soldiers that were not selected immediately upon arrival to DE-MOB station if Soldiers are not EPS selected.
- 20.) EPM team will reduce MDAY Soldiers on separation date of DD214 line 12b if Soldiers are not EPS Selected.
- 21.) EPM team will send courtesy email to BDE

*If SM REFRADS early, it is UNIT and SOLDIERS responsibility to notify the G-1 EPM team to complete reduction.

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