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(Date)

**MEMORANDUM FOR:**

**JFHQ, G1-EPB  
Attn: EPM Section  
1000 Halsey Ave., Bldg. 447  
Marietta, Georgia 30060**

**SUBJECT: DECLINATION OF PROMOTION**

RANK AND FULL NAME: \_\_\_\_\_

GAINING UNIT: \_\_\_\_\_

POSITION NUMBER: \_\_\_\_\_ MOS: \_\_\_\_\_

M-Day Soldiers that decline promotion will be removed and not be re-instated on the EPS promotion list for duration of the current promotion cycle (For example: A Soldier is selected in June 2021 and they decline the promotion. They will then not be eligible for promotion for the remainder of the 2021 list, but may complete documents in January 2022 to compete on the 2022 EPS List, scheduled to be published NLT 15 May 2021).

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**Signed by Soldier**