

# CSM / 1SG Best Qualified Panel Checklist

Controlled Unclassified Information  
Reference: BQL PAMOI

**INSTRUCTIONS:** Applicants must complete sections I thru IV;

## Section I. Administrative Data

(1) Name (Last, First, M.):	(2) Rank/ Grade:	(3) DoD ID:	(4) Status:	(5) Unit / UIC:
(6) MOS: PMOS:                      SMOS:                      AMOS:			(7) Current 1SG (Last, First, M., Rank):	

## Section II. Record Review

(Initial)	<u>IPERMS Review</u>	(Initial)	<u>Selection Record Brief Review</u>
	NCOER Thru Dates		Last NCOER Date                      Height/Weight
	PRR/FRR Personal/Financial RR		Awards                                      PULHES/Date
	Civilian Ed Transcripts		Mil / Civ. ED                              Assignment History
	Military Schools		Validation date (within 12 months)      ACFT for record
	DA photo date*		BMQ (within 24 months)
			DA Photo date*

\* The board will not see DA Photos or data that identifies race, ethnicity, and gender on the record brief. However, all Soldiers have a responsibility to remain in compliance with AR 640-30. The date of last photo is reflected on the record brief in "section X" and visible to board members.

## Section III. Packet Construction

Documents	Initials
	Applicant
<b>(1) Consideration Memorandum.</b> Submit a memorandum requesting senior enlisted command leadership consideration. The memorandum must capture relative leadership experience, such as time served as platoon sergeant or 1SG and acting 1SG.	
<b>(2) DA Form 4187.</b> Complete the applicable DA Form 4187 Personnel Action and digitally sign (required). Submit through the Chain of Command for comments and recommendation. If requesting consideration for both 1SG and CSM, submit two separate DA Form 4187s.	
<b>(3) Correspondence with the board (optional).</b> Applicants may submit a letter to the board president calling attention to any matter concerning themselves or clarifying discrepancies which they feel is important to their consideration. Although written communication is authorized, it is encouraged only when there is something that is not provided in the Soldier's records, and which the Soldier feels will have an effect on the board's deliberations. The following documents are not authorized: Correspondence from anyone other than the Soldier concerned; correspondence that criticizes or reflects on character, conduct, or motives of any Soldier; incomplete items (appeals, NCOERs, AERs, UCMJ, Article-15, and so on).	
<b>(4) Security clearance verification.</b> Verify compliance of a favorable National Agency Check with law and Credit (NACLC) Tier 3 background investigation. All SMs must be current within five years.	
<b>(5) FY24 BQL PAMOI.</b> Review the FY24 Best Qualified Leadership Consideration Panel Announcement Memorandum of Instruction (PAMOI) in its entirety.	
<b>(6) Soldier Record Brief (SRB).</b> Review, validate, and submit a Soldier Selection Board Record Brief within 12 months of board. <a href="https://arngg1.ngb.army.mil/SelfService/CareerCenter/Home.aspx">https://arngg1.ngb.army.mil/SelfService/CareerCenter/Home.aspx</a>	

## Section IV. Signatures

**Applicant's Signature:**