

**ENLISTED QUALITATIVE RETENTION BOARD
INDIVIDUAL REVIEW CHECKLIST - MPRJ**

The following items, contained in the MPRJ, should be personally reviewed by each individual being considered by the Enlisted Qualitative Retention Board.

ACTION	COMPLETED	
	Initial as appropriate YES NO	
1. DA Form 2166-6/2166-7 - current or Special NCOER on file and complete? Are all prior EER's/ER's in the file?		
2. DD Form 214 or NGB Form 22 - Are documents from prior service in the file?		
3. Are currently completed Correspondence Courses posted to DA Fm 2-1?		
4. Are completed Sub-Courses in Drop File?		
5. Are military education documents in the file and complete?		
6. Is your high school diploma, GED certificate, or other civilian education document filed in Temp Section of MPRJ?		
7. Are prior EQRB letters and documents in the file? (If Applicable)		
8. Is the letter of Notification of Eligibility for Retired Pay in the file?		
9. Are letters of Commendation and/or Appreciation on file?		
10. Has current height/weight within 6 months been recorded? Semi-Annual Weigh-in roster attached?		
11. IAW AR 600-9 are weight control files for overweight soldiers to include DA Form 5500-R and monthly weight checks in Drop File?		
12. DA Form 2-1 - Personnel Qualification Records		
a. Item 6 - Current PMOS and SMOS recorded, orders documenting award in permanent section of 201 file?		
b. Item 9 - Are awards and decorations posted and current, including current weapons qualification?		
c. Item 17 - Is civilian/military education posted and current? (only completed courses, not sub courses)		
d. Item 35 - Is current assignment recorded?		

ACTION**COMPLETED**
Initial as appropriate
YES NO

13. HEALTH RECORDS a. SF 88 and SF 93 - Is physical exam current (accomplished within the last 4 years?) If age 40 or over at the time of exam - is an EKG included? Has to be current within 24 months after 1Apr95.		
14. Have you been counseled by your Commander and/or Command Sergeant Major? Are counseling forms in file where applicable?		
15. Have you reviewed your Commander's recommendation to the EQRB and have you made comments?		

THE ANSWERS TO THE ABOVE QUESTIONS SHOULD BE AFFIRMATIVE "YES" IF YOU INDICATE A "NO" YOU SHOULD CONTACT YOUR UNIT ADMINISTRATOR, COMMANDER, OR COMMAND SERGEANT MAJOR TO GET THE ITEM(S) BEFORE YOUR MPRJ IS FORWARDED TO THE EQRB.

NAME _____

SIGNATURE _____

DATE _____