



OFFICER INCOMING IST CHECKLIST

(For R&R BN use only)



Name: _____ DOD: _____ Grade: _____

Branch/AOC: _____ Email Address: _____

Duty Status (select one): M-DAY TECH AGR

Unit: _____ UIC: _____ IPPS-A Position Number: _____

PARA/LINE: _____ Duty Position: _____

R&R POC: _____ Phone #: _____

REQUIRED ITEMS:	WORKCENTER	COMMENTS/NTES	INITIALS
NGB 0122E	LOSING STATE / INDIV	This must be completed before submitting the packet	
DA 4187	LOSING STATE / INDIV	Completed by individual and signed by Soldier, Company Commander, Battalion Commander, and MSC Commander	
Conditional Release	LOSING STATE	Completed by Officer's State OPM (or state appropriate Officer Management Office or CG)	
Current Physical	LOSING STATE / INDIV	Individual Medical Report (IMR) with a valid PHA within 12 months or a DD 2808 current within 24 months. Waivers if applicable	
Current PIR	LOSING STATE / INDIV	Highlight or circle MIL ED, CIV ED, Branch, Branch School completed and Physical data within 90 days	
Selection Record Brief	LOSING STATE / INDIV	SRB must be validated by the Officer	
NGB Form 22	LOSING STATE / INDIV	Must be current within 12 months. See Appendix L in OPB SOP for example	
Change of Duty OER	LOSING STATE / INDIV	Utilize the day prior to appointment in the gaining State as the "THRU" date (or provide a memo to the gaining State explaining why an OER is not applicable)	
IPPS-A Transfer Order	LOSING STATE / INDIV	Order showing losing state departing the Soldier to GA	
NGB 337	GAINING STATE	Submit with full signatures and dates	
COS Approval	GAINING STATE	If field grade officer approval required from Chief of Staff	

DA PROMOTION SELECTION BOARD VERIFICATION

- DOR for current grade: _____
- Has the officer been considered by a DA Promotion Selection Board (PSB) at current grade. YES NO
- If yes, select board status Pending Results Selected 1XNS 2XNS SELCON
- Officers that have been considered by the DA PSB for their current grade must provide proof of last DA results. (Letter of notification, Memorandum from losing state OPM, Board results)

Send packet as a PDF Portfolio via IPPS-A Customer Relationship Management (CRM)

CRM Naming Convention: MISC XXX NAME