



**INTERSTATE TRANSFER  
(OUTGOING REQUEST)**



Name: \_\_\_\_\_ DOD: \_\_\_\_\_ Grade: \_\_\_\_\_

Duty Status (select one):  M-DAY  TECH  AGR IPPS-A Position Number: \_\_\_\_\_

Branch/AOC: \_\_\_\_\_ Duty Para/LN: \_\_\_\_\_ DMOS: \_\_\_\_\_ Duty Title: \_\_\_\_\_

IPPS-A Position Number: \_\_\_\_\_ Unit: \_\_\_\_\_ UIC: \_\_\_\_\_ MSC: \_\_\_\_\_

Packet Submitted By: \_\_\_\_\_ Phone#: \_\_\_\_\_

Officer's Address (Street, Apartment, City, State, Zip): \_\_\_\_\_

REQUIRED ITEMS:	WORKCENTER	COMMENTS/NOTES	INITIALS
Officer's Request Letter	INDIVIDUAL	See Figure 3-4 in OPB SOP for example	
NGB 0122E	MSC/BN S1	Initial appointment or Change of State to GA	
DA Form 4187	MSC/BN S1	Completed by individual and signed by Soldier, Company Commander, Battalion Commander, and MSC Commander	
NGB Form 22	MSC/BN S1	Must be current within 12 months. See Appendix L in OPB SOP for example	
Unit Clearance Memo	MSC/BN S1	MSC/BN S1 will submit memo verifying that the Officer has successfully cleared the unit	
MEDPROS IMR	MSC/BN S1	Print out of current MEDPROS Individual Medical Readiness Report (IMR) for Officer. PHA must be current within 1 year of request date	
Selection Board Record Brief	MSC/BN S1	ORB must be validated by the Soldier within 60 days of the date of the Board. <a href="https://www.hrc.army.mil/">https://www.hrc.army.mil/</a> > Record Review Tool > Soldier Self Service	
Promotion Information Record (PIR)	MSC/BN S1	Attach the updated PIR from IPPS-A	
Officer Evaluation Report (OER)	MSC/BN S1	Soldier's last three OERs	

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

**CRM Naming Convention: MISC IST XXX NAME**

Figure 3-3, GAARNG G-1/HR Actions Branch 1 October 2024