



OFFICER BRANCH TRANSFER CHECKLIST



For request to AG, CY, EN, SF, SC and LG Feeder Branches to LG
(For all others add additional documents below for Branch Transfer Predetermination)

Name: _____ DOD: _____ Grade: _____

Current Branch/MOS: _____ Duty Status (circle one): M-DAY TECH AGR

Change Branch to: _____ PMOS: _____ SMOS: _____ DMOS: _____

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

Packet Submitted By: _____ Phone #: _____

PROVIDE THE FOLLOWING ITEMS:	WORKCENTER	COMMENTS/NOTES	INITIALS
Individual's Request to Branch Transfer Memo	INDIVIDUAL	Officer will provide a detailed letter stating reasons for requesting Branch Transfer	
Officer Evaluation Report (OER)	MSC/BN S1	Soldier's last three OERs; memo required if missing any	
Security Clearance	MSC/BN S1	Verification of Security Clearance memo. Statement of understanding required if clearance has not been awarded. Continuous evaluation within 5 years	
Military Education Documents	MSC/BN S1	DA 1059s, AERs and Course Completion Certificates	
Selection Board Record Brief	MSC/BN S1	Record Brief must be validated by the Officer within 60 days of the board date Record Review Tool">https://www.hrc.army.mil/>Record Review Tool >Solider Self Service	
ADDITIONAL DOCUMENTS REQUIRED FOR BRANCH PREDETERMINATION See NGR 600-100 Appendix M for Branch Predetermination Information			
Military Biographical Summary	INDIVIDUAL	See Appendix Q in OPB SOP	
DA 4187	MSC/BN S1	Complete with Soldier and Commander signature Appendix P in OPB SOP	
DA Form 5500/5501	MSC/BN S1	Include DA for Body Fat % (if applicable)	
Promotion Information Record (PIR)	MSC/BN S1	Attache the updated PIR from IPPS-A	
Highest Civilian Education	MSC/BN S1	(Only if required to support civilian acquired skills for predetermination) Officer's official transcript must be certified through the G-1 Education Section with memo	

Send packet as a PDF Portfolio via IPPS-A Customer Relationship Management (CRM)
CRM Naming Convention: MMM FRB - MISC BRCH/MOSCH XXX NAME

Figure 5-1, GAARNG G-1/HR Actions Branch 1 October 2024