GEORGIA ARMY NATIONAL GUARD

Transfer to Inactive National Guard Checklist

Reference: NGR 614-1 (Inactive Army National Guard), 18 March 2010.

Soldier's Name: _____ MSC/ Unit/UIC/PRN: _____

Submit the following documents through chain of command to the State processing authority via IPPS-A

☐ Completed DA 4187 (Signed by the Soldier, Company Commander, Battalion Commander and Brigade Commander).

☐ ING counseling checklist (NGR 614-1 (Inactive Army National Guard), MAR 10, Fig 2-3)

☐ Unit has notified the Soldier to contact the Education Office for information on impact on education benefits and incentives

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Unit will create an **Administrative Record Corrections PAR** via IPPS-A to request a TING and route through command channels to EPM.

Unit will use the following naming convention in the PAR description: **TING Request, MSC name. Example TING Request, 648th MEB**

Unit will attached applicable packet and route through command channels.

MSC S1s will ensure the packet is complete and route the PAR to the GA EPM workflow for further processing (Refer to G1 SOP 2-2 Enlisted Promotion System 1 March 2022, Chapter 7 for workflow process).

PAR Description: **TING Request, 648th MEB**

☐ BN S-1 or separate unit S-1 NCOIC verified IPPS-A packet content

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Print (Last, First, MI) /Signature/Date

☐ MSC verified IPPS-A packet content

_____

Print (Last, First, MI) /Signature/Date

1 October 2020