



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

Unit will create an **Customer Relationship Mangement (CRM) Ticket** via IPPS-A to request a TING and route through command channels to EPM.

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

Unit will attach applicable packet and route through command channels.

MSC S1s will ensure packet is complete and route the CRM Ticket to EPM for further processing.

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

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

- MSC verified IPPS-A packet content

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