Human Resources Actions Branch
(NGGA-PEA)

Officer Personnel Management

Joint Force Headquarters
Georgia Army National Guard
Marietta, GA
15 October 2020
SUMMARY of CHANGE

Georgia OPB SOP
Revision dtd 15 October 2020

- Added Call to Active Duty requirements (Chapter 3)
- Updated Officer Demographic requirements as prescribed in PPOM# 20-026
- Updated TIG requirements for Officers/Warrants (Chapter 4)
- Updated Chapter 4 Officer Promotions
- Updated Chapter 5 Officer Actions
- Added GAARNG form 0227-R, JAN 2020 (Appendix B)
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Chapter 1
Introduction

1-1. Purpose. This SOP –
   a. Prescribes NGB and Georgia Army National Guard (GA ARNG) procedures governing the appointment, assignment, and management of Officers and Warrant Officers of the AARNG.
   b. Provides eligibility requirements, administrative procedures, applications processing, and other related Officers personnel actions to include Branch and MOS changes requirements, promotion, civilian, and federal recognition.

1-2. References. Required list related to publications, prescribed and referenced forms are in appendix A.

1-3. Explanation of abbreviations and terms. Required list of abbreviations and terms used in this SOP are in the glossary.
Chapter 2
Officer Accessions

2-1. Applicability. Civilian, Officers, and Enlisted Personnel seeking appointment as an Officer in the GAARNG. This includes:

a. Initial appointments. This includes ROTC Cadets, Early Commissioning Program Cadets, State Traditional and Accelerated Officer Candidate School (OCS) Candidates, Federal OCS Candidates, Warrant Officer Candidates, and Direct Appointments.

b. National Guard Officers from another state (Interstate Transfer - IST).

c. Army Reserve Officers (USAR) in active status or in the Individual Ready Reserve (IRR), Regular Army (RA) Officers, and Officers from another component (US Navy, US Air Force, etc.)

d. Reappointment of Basic Branch Officers.

2-2. Criteria. In addition to the eligibility criteria listed in NGR 600-100 paragraph 2-7, the following issues should be taken into consideration prior to acceptance of an applicant into the Georgia Army National Guard:

a. Time in Grade (TIG). The applicant's time in grade should be taken into consideration when considering appointment. Officers who are senior in grade may be under DA Promotion Board consideration. Active duty officers not selected for promotion may be considered for appointment into the Georgia Army National Guard. A waiver from NGB will be required for any Active Duty Officer twice non-selected for promotion.

b. Other than initial appointments, officers must be placed into branch qualified positions.

c. Field grade officers (Major and above) require approval from the Chief of Staff (COS) prior to being accessed in the Georgia Army National Guard.

d. ROTC Early Commissioning Program (ECP). ECPs from the ROTC program require a letter of acceptance and a cadet statement of understanding found in NGR 600-100, Figure 12-1 and Figure 12-2. ECPs may have an active duty obligation that will require the Officer to leave the National Guard service upon completion of their college degree and attendance of Basic Officer Leadership Course (BOLC).

e. Service. Applicants will not perform IDT or AT with a unit until OPB approves the completed packet. Applicants requiring a Federal Recognition Board (FRB) will not perform duty until after approved FRB results are received by OPB.

f. Appearance Boards. All applicants seeking appointments/reappointments in the Georgia Army National Guard may be required to appear in person before a FRB. Soldiers currently in the military are required to wear the Army Service Uniform. Civilians will wear appropriate business attire.

g. Full-time personnel. Current AGR enlisted Soldiers must be approved by the Chief of Staff and the Human Resources Office prior to being appointed as an AGR Officer. They will not be appointed prior to approval.

2-3. Actions Required of Officer Strength Manager (OSM).

a. Track all prospective officer accessions falling under the categories listed in 2-1.

b. Locate positions for applicants in coordination with MSC S1’s and Officer Personnel Branch. No newly commissioned officers will be projected against any vacancies in JFHQ. They must be assigned to a MSC.
c. Coordinate with applicants to complete appointment packets. Inform applicants who are not current GA ARNG members that they cannot perform duty until packet has been approved by OPB and appointment orders have been issued.

d. Coordinate with OPB on accession issues, appointment type, and packet items. Submit correct and complete appointment packets to OPB.

2-4. Actions Required of Officer Personnel Branch (OPB)

a. Coordinate with OSM to determine accession type for each applicant.

b. Review packets for completeness and accuracy. Coordinate with OSM to correct any packet issues that may hinder or delay appointment.

c. Verify that applicants meet the qualifications for appointment.

d. Validate the position vacancy listed in the packet exists.

e. Schedule the packet to be considered by the FRB if necessary.

f. Produce memorandum if officer isn’t selected for accession into the GAARNG to be given to OSM for distribution.

2-5. Applications for appointment. Applications for appointment as an Officer or Warrant Officer in the GA ARNG will adhere to the requirements for each type of accession listed below.

a. Initial appointments will include all documents listed in Figure 2-1. This includes the following types of appointments:

   (1) ROTC Cadets
   (2) ECP Cadets
   (3) OCS Candidates, including State, Accelerated, and Federal OCS
   (4) Warrant Officer Candidates
   (5) Direct Commission Applicants

b. Incoming Officer and Warrant Officer ISTs will include all documents listed in Figure 2-2.

c. Appointments from another Army component or another service will include all documents listed in Figure 2-3. This includes the following types of appointments:

   (1) In-service recruits.
   (2) USAR Officers, including those in an active TPU status and those in the IRR
   (3) Officers from other components, including the US Navy, US Air Force, and US Marine Corps.

d. Reappointments. Officers being reappointed after a break in service will include all documents listed in Figure 2-4.
# OFFICER APPOINTMENT CHECKLIST
## INITIAL APPOINTMENT

| NAME: ______________________________________ | GRADE: ____________________________ |
| HOME PHONE: ____________________ | CELL PHONE: ________________________ |
| EMAIL ADDRESS: ____________________________________ | |
| UNIT: ________________________ | UIC: ________________________ | IPPSA POSN #: ________________________ |
| PARA/LINE: ________________________ | UNIT POC/PHONE: ________________________ | R&R POC/PHONE: ________________________ | EFFECTIVE DATE: ________________________ |

<table>
<thead>
<tr>
<th>REQUIRED ITEMS:</th>
<th>WORKCENTER</th>
<th>COMMENTS/NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>TYPE OF APPOINTMENT</td>
<td>OSM/WOSM</td>
<td>ROTC___ ECP___ RACE (for IPPSA)</td>
</tr>
<tr>
<td>OCS___ DIRECT APPT___</td>
<td>ETHNICITY (for IPPSA)</td>
<td></td>
</tr>
<tr>
<td>PROPONENT PRE-DETERMINATION MEMO</td>
<td>OSM/WOSM</td>
<td>R&amp;R processes pre-determination to proponent with memo</td>
</tr>
<tr>
<td>NGB FORM 337</td>
<td>OSM</td>
<td>Submit with full signatures</td>
</tr>
<tr>
<td>DA FORM 71 – OATH OF OFFICE</td>
<td>OSM</td>
<td>Submit with full signatures</td>
</tr>
<tr>
<td>COPY OF SSN CARD</td>
<td>OSM</td>
<td>Photocopy of card or statement (Fig. 3-2, NGR 600-100)</td>
</tr>
<tr>
<td>BIRTH CERTIFICATE or NATURALIZATION DOCUMENTS</td>
<td>OSM</td>
<td>Photocopy of birth certificate, or statement of citizenship (Fig. 3-1, NGR 600-100)</td>
</tr>
<tr>
<td>CIVILIAN EDUCATION</td>
<td>OSM</td>
<td>College transcript sent from school registrar. Memorandum from state education office validating transcript.</td>
</tr>
<tr>
<td>DD FORMS 2808 and or 2807-1</td>
<td>OSM</td>
<td>Current within 2 years</td>
</tr>
<tr>
<td>RECORD BRIEF</td>
<td>OSM</td>
<td>ERB must be validated by the Officer and certified by a certifying official. (SELECTION BOARD BRIEF ONLY)</td>
</tr>
<tr>
<td>COURSE COMPLETION CERTIFICATE</td>
<td>OSM</td>
<td>OCS/WOCS Graduation Certificate/DA Form 1059</td>
</tr>
<tr>
<td>DA FORM 705 (APFT SCORECARD)</td>
<td>OSM</td>
<td>Current within 1 year. AGRs must be current within 6 months. Last three APFTs or minimum of 1 with MFR.</td>
</tr>
<tr>
<td>HT/WT STATEMENT</td>
<td>OSM</td>
<td>Within 6 months. Include DA Form 5500/5501 (if applicable)</td>
</tr>
<tr>
<td>SECURITY CLEARANCE</td>
<td>OSM</td>
<td>Verification of Security Clearance memo</td>
</tr>
<tr>
<td>GANG Form 0147-R</td>
<td>OSM</td>
<td>Signed by 1st O-6 Commander or designated representative</td>
</tr>
<tr>
<td>PRIOR SERVICE RECORDS/RETIREMENT POINTS STATEMENT</td>
<td>OSM</td>
<td>Appointments, promotions, orders, DD 214s, NGB 22s, or other component service records of service.</td>
</tr>
<tr>
<td>OERS/INCOERS</td>
<td>OSM</td>
<td>Minimum of three evaluation reports</td>
</tr>
<tr>
<td>MSC COMMANDER ENDORSEMENT * DIRECT COMMISSION ONLY</td>
<td>OSM</td>
<td>MSC Commander endorsement recommending Officer</td>
</tr>
<tr>
<td>BONUS ADDENDUM</td>
<td>OSM</td>
<td>Attach Addendum (if applicable)</td>
</tr>
<tr>
<td>WAIVER(S)</td>
<td>OSM</td>
<td>REQUIRED if “YES” in section II blocks 14, 15, or 16 on NGB Form 62E. Must be approved by HRH prior to packet submission.</td>
</tr>
<tr>
<td>O1E VERIFICATION</td>
<td>OSM</td>
<td>REQUIRED: RPAM statement downloaded and reviewed within 5 days of submitting packet. Must have 1460 points (IDT and AD cumulative).</td>
</tr>
</tbody>
</table>

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Figure 2-1. Officer Appointment Checklist
OFFICER INCOMING IST CHECKLIST
(For R&R OSM use only)

| NAME:________________________________________________ | GRADE:________________________________________________ |
| HOME PHONE:_____________________________ | CELL PHONE:_____________________________ |
| EMAIL ADDRESS:____________________________________________________________________ | |
| UNIT:_____________________________________ | UIC:____________ | IPPSA POSN #:____________ |
| PARA/LINE:__________________ | UNIT POC/PHONE:_______________________________________ |
| R&R POC/PHONE:_______________________________________ | EFFECTIVE DATE:_______________ |

**REQUIRED ITEMS:**

<table>
<thead>
<tr>
<th>WORKCENTE R</th>
<th>COMMENTS/NOTES</th>
<th>INITIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA 4187 INDIV / UNIT</td>
<td>Completed by individual and signed by Officer’s unit commander.</td>
<td></td>
</tr>
<tr>
<td>CONDITIONAL RELEASE LOSING STATE</td>
<td>Completed by Officer’s State OPB (or state appropriate Officer Management Office or CG).</td>
<td></td>
</tr>
<tr>
<td>DD FORMS 2808 and or 2807-1 INDIV</td>
<td>Periodic Health Assessment (current within 1 year) or DD Form 2808/2807 (current within 2 years) and any supporting documents. Aviation include DA Form 4186.</td>
<td></td>
</tr>
<tr>
<td>CURRENT PQR INDIV</td>
<td>Highlight or circle MIL ED, CIV ED, Branch, Branch School completed and Physical data within 90 days</td>
<td></td>
</tr>
<tr>
<td>OFFICER RECORD BRIEF INDIV</td>
<td>ORB must be validated by the Officer and certified by a certifying official (SELECTION BOARD BRIEF ONLY)</td>
<td></td>
</tr>
<tr>
<td>CURRENT RPAM STATEMENT INDIV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PERM FED REC LOSING STATE / INDIV</td>
<td>Fed Rec orders for initial appointment and current grade</td>
<td></td>
</tr>
<tr>
<td>GANG 0147-R OSM</td>
<td>Signed by 1st O6 commander in gaining MSC or designated representative</td>
<td></td>
</tr>
<tr>
<td>NGB 337 R&amp;R</td>
<td>Submit with full signatures</td>
<td></td>
</tr>
<tr>
<td>DA PROMOTION SELECTION BOARD VERIFICATION OSM</td>
<td>Previously considered by DA PSB? YES NO Board results? Selected 1xNS 2xNS SELCON If previously considered, must provide proof of results (letter of notification or board results)</td>
<td></td>
</tr>
<tr>
<td>COS APPROVAL OPB</td>
<td>If field grade Officer, approval required from Chief of Staff</td>
<td></td>
</tr>
</tbody>
</table>

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Figure 2-2. Officer Incoming IST Checklist
OFFICER/WARRANT OFFICER APPOINTMENT CHECKLIST
ACCESSION FROM DIFFERENT COMPONENT

NAME:_________________________________________ GRADE:_____________________

HOME PHONE:_________________________ CELL PHONE:________________________

EMAIL ADDRESS:________________________________________________________________________

UNIT:____________________________________ UIC:____________________ IPPSA POSN #:__________

PARA/LINE:________________________ UNIT POC/PHONE:________________________

R&R POC/PHONE:________________________ EFFECTIVE DATE:________________________

<table>
<thead>
<tr>
<th>REQUIRED ITEMS</th>
<th>WORKCENTER</th>
<th>COMMENTS/NOTES</th>
<th>INITIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGB FORM 337</td>
<td>R&amp;R</td>
<td>Submit with full signatures</td>
<td></td>
</tr>
<tr>
<td>DA FORM 71 – OATH OF OFFICE</td>
<td>INDIV / R&amp;R</td>
<td>Submit with full signatures</td>
<td></td>
</tr>
<tr>
<td>CERTIFICATE OF SERVICE (DD214/NGB22)</td>
<td>INDIV</td>
<td>All certificates of service INCLUDING DD 214 from CURRENT period of service</td>
<td></td>
</tr>
<tr>
<td>CONDITIONAL RELEASE</td>
<td>INDIV</td>
<td>Provide copy of DD 368 releasing Officer from the USAR</td>
<td></td>
</tr>
<tr>
<td>BIRTH CERTIFICATE or</td>
<td>INDIV</td>
<td>Birth certificate, or statement of citizenship per NGR 600-100</td>
<td></td>
</tr>
<tr>
<td>NATURALIZATION DOCUMENTS</td>
<td>INDIV / R&amp;R</td>
<td>College transcript sent from school registrar to GA-G1-0 or GA-RR. Memorandum from state education office validating transcript</td>
<td></td>
</tr>
<tr>
<td>CURRENT PHYSICAL</td>
<td>INDIV</td>
<td>PHA (Current w/in one year) or DD Form 2808/2807-1 (Current w/in one year) and supporting documents. Aviation include DA Form 4186. If over 6 months, include HT/WT statement.</td>
<td></td>
</tr>
<tr>
<td>SECURITY CLEARANCE</td>
<td>R&amp;R</td>
<td>Verification of Security Clearance memo</td>
<td></td>
</tr>
<tr>
<td>INITIAL PERM FED REC</td>
<td>INDIV / R&amp;R</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GAARNG FORM 0147-R</td>
<td>GAINING MSC / R&amp;R</td>
<td>Signed by 1st O6 commander in gaining MSC or designated representative</td>
<td></td>
</tr>
<tr>
<td>BONUS ADDENDUM</td>
<td>INDIV / R&amp;R</td>
<td>Attach Addendum (if applicable)</td>
<td></td>
</tr>
<tr>
<td>MSO REDUCTION DOCS</td>
<td>INDIV</td>
<td>Attach Addendum (if applicable)</td>
<td></td>
</tr>
<tr>
<td>WAIVER(S)</td>
<td>INDIV/R&amp;R</td>
<td>REQUIRED if “YES” in section II blocks 14, 15, or 16 on NGB Form 62E. Must be approved by HRH prior to packet submission.</td>
<td></td>
</tr>
<tr>
<td>DA PROMOTION SELECTION</td>
<td>OSM</td>
<td>Previously considered by DA PSB? YES NO Board results? Selected 1xNS 2xNS SELCON If previously considered, must provide proof of results (letter of notification or board results)</td>
<td></td>
</tr>
<tr>
<td>BOARD VERIFICATION</td>
<td>OSM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COS APPROVAL</td>
<td>OPB</td>
<td>If field grade Officer, approval required from Chief of Staff</td>
<td></td>
</tr>
</tbody>
</table>

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Figure 2-3. Officer Appointment Checklist
## OFFICER REAPPOINTMENT CHECKLIST

**NAME:** ____________________________________________  **GRADE:** __________________

**HOME PHONE:** _______________________________  **CELL PHONE:** ______________________

**EMAIL ADDRESS:** ______________________________________________________________________

**UNIT:** _______________________________  **UIC:** __________  **IPPSA POSN #:** __________

**PARA/LINE:** _______________________  **UNIT POC/PHONE:** ______________________

**R&R POC/PHONE:** ______________________  **EFFECTIVE DATE:** ______________________

### REQUIRED ITEMS:

<table>
<thead>
<tr>
<th>TYPE APPOINTMENT</th>
<th>WORKCENTER</th>
<th>COMMENTS/NOTES</th>
<th>INITIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGB FORM 89 (FEDREC)/ PROPONENT PRE-DETERMINATION MEMO, BOARD RESULTS, ENDORSEMENTS, OR APPLICABLE DA FORM 1059</td>
<td>INDIV / R&amp;R</td>
<td>R&amp;R processes pre-determination to proponent with memo, board results, endorsements, or 1059/ OPB schedules FEDREC board and completes NGB Form 89. OPB to submit separation order if required.</td>
<td></td>
</tr>
<tr>
<td>NGB Form 337</td>
<td>INDIV / R&amp;R</td>
<td>Submit with full signatures</td>
<td></td>
</tr>
<tr>
<td>DA FORM 71 – OATH OF OFFICE</td>
<td>INDIV / R&amp;R</td>
<td>WITH GRADE CHANGE OR RE-ENTRY TO SERVICE ONLY</td>
<td></td>
</tr>
<tr>
<td>COPY OF SSN CARD</td>
<td>INDIV</td>
<td>WITH GRADE CHANGE OR RE-ENTRY TO SERVICE ONLY Photocopy of card or statement (Fig. 3-3, NGR 600-100)</td>
<td></td>
</tr>
<tr>
<td>BIRTH CERTIFICATE or NATURALIZATION DOCUMENTS</td>
<td>INDIV</td>
<td>WITH GRADE CHANGE OR RE-ENTRY TO SERVICE ONLY Birth certificate, or statement of citizenship (NGR 600-100)</td>
<td></td>
</tr>
<tr>
<td>CIVILIAN EDUCATION/ PROFESSIONAL LICENSE</td>
<td>INDIV / R&amp;R</td>
<td>College transcript sent from school registrar to GA-G1-0 or GA-RR. Memorandum from state education office validating transcript.</td>
<td></td>
</tr>
<tr>
<td>CURRENT PHYSICAL</td>
<td>INDIV</td>
<td>DD Form 2808/2807-1 or DoDMERB (Current within 2 years/ 12 months for flight status) and supporting documents.</td>
<td></td>
</tr>
<tr>
<td>SECURITY CLEARANCE</td>
<td>R&amp;R</td>
<td>WITH GRADE CHANGE ONLY Verification of Security Clearance memo (Applicants for MI appointment must provide evidence that a SBI has been initiated)</td>
<td></td>
</tr>
<tr>
<td>PRIOR SERVICE RECORDS/ RETIREMENT POINTS STATEMENT/ INITIAL APPOINTMENT ORDER</td>
<td>INDIV / UNIT</td>
<td>Appointments/promotions/orders/ DD 214s, NGB 22s or other component service records of service. Include: NGB From 23 RPAM Statements, DA Form 1380 (Proof of duty performance), DARPG 249 (proof of Army Reserve Duty), DD Form 1383 (proof of Army Reserve Duty), AF Form 526 (ANG/USAFR Point Summary), NAVPERS Form 1070-611 (Record of Naval Reserve Service), NAVPERS Form 1070-611 (Record of Naval Reserve Service), DA Form 1506 (Statement of Service)</td>
<td></td>
</tr>
<tr>
<td>BONUS ADDENDUM</td>
<td>INDIV / R&amp;R</td>
<td>Attach Addendum (if applicable)</td>
<td></td>
</tr>
<tr>
<td>GANG Form 0147-R</td>
<td>GAINING MSC / R&amp;R</td>
<td>Signed by 1st O6 commander in gaining MSC or designated representative</td>
<td></td>
</tr>
<tr>
<td>OFFICER EVALUATION REPORT</td>
<td>INDIV</td>
<td>All OERs-current grade ( If less than 3 OERs then attach MFR)</td>
<td></td>
</tr>
<tr>
<td>OFFICER RESUME/BIOGRAPHY/ STATEMENT FOR CONSIDERATION</td>
<td>INDIV</td>
<td>FOR RE-ENTRY ONLY(Attachments #1 and #5)</td>
<td></td>
</tr>
<tr>
<td>WAIVER(S)</td>
<td>INDIV/R&amp;R</td>
<td>REQUIRED if “YES” in section II blocks 14, 15, or 16 on NGB Form 62E. Must be approved by HRH prior to packet submission.</td>
<td></td>
</tr>
</tbody>
</table>

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**Figure 2-4. Officer Reappointment Checklist**
Chapter 3
Officer Transitions

3-1. Applicability. Currently serving GA ARNG Officers and Warrant Officers who want to transfer to the ARNG of another state, are seeking appointment in another Army component, or seeking appointment in another service.

3-2. Criteria. The Officer must meet the minimum requirements for appointment in the gaining state or service to which transferring. Additionally, Officers will not be granted a conditional release if the Officer:
   a. Has a non-transferable flag
   b. Is within 120 days of MRD
   c. Is pending involuntary separation for reasons other than selection retention board results

3-3. Actions Required of Officer
   a. Officers will request to be released in writing.
   b. If transferring to another component, contact service recruiter to complete part I of DD Form 368, Request for Conditional Release
   c. Contact the gaining state OSM or service recruiter to identify a position in the gaining unit.
   d. After conditional release has been approved, coordinate with gaining state or service recruiter to complete the oath of office and appointment order.

3-4. Actions Required of Unit
   a. Prepare packet in accordance with the appropriate checklist.
   b. Submit complete packet to OPB via Administrative Corrections PAR in IPPSA with the following naming convention: “Officer IST Request, MSC” or “Officer Conditional Release Request, MSC.” E.g. “Officer IST Request, 648th MEB.”
   c. Ensure the Officer turns in all equipment and property prior to separation.
   d. Ensure the Officer completes all evaluations prior to separation.
   e. Complete evaluation for Officer prior to transfer to gaining component.

3-5. Actions Required of OPB
   a. Review packets for completeness and accuracy. Coordinate with unit to correct any packet issues that may hinder transfer.
   b. Verify that Officers meet the eligibility requirements to transfer.
   c. Provide a conditional release memo or an approved DD Form 368 as appropriate.
   d. Upon receipt of Oath of Office and appointment order from gaining state or component, request federal recognition for new state or component.
   e. Provide all documentation to HR Services and HR Systems for further action.

3-6. Requests for transfer. Officers who request to transfer to another state of component will adhere to the requirements in the following checklists.
   a. Officers requesting transfer to the ARNG of another state will include all documents listed in Figure 3-1.
b. Officers requesting transfer to another Army component or to another service will include all documents listed in Figure 3-2.
<table>
<thead>
<tr>
<th>REQUIRED ITEMS</th>
<th>WORKCENTER</th>
<th>COMMENTS/NOTES</th>
<th>INITIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officer’s Request</td>
<td>INDIVIDUAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GANG Form 0227-R</td>
<td>MSC/BN S1</td>
<td>Interstate Transfer (Signed by MSC CDR or first O-6 in chain)</td>
<td></td>
</tr>
<tr>
<td>*DA Form 4187</td>
<td>MSC/BN S1</td>
<td>The DA 4187 MUST have the correct information annotated</td>
<td></td>
</tr>
<tr>
<td>* Verification of RPAM</td>
<td>MSC/BN S1</td>
<td>The Officer will sign and date the upper right hand corner of the updated/correct form. (File in OMPF)</td>
<td></td>
</tr>
<tr>
<td>Medical/Dental Records</td>
<td>BN S1</td>
<td>MSC/BN S1 will submit memo verifying that the Officer’s medical records are in HRR. See attached format.</td>
<td></td>
</tr>
<tr>
<td>MEDPROS print out</td>
<td>BN S1</td>
<td>BN S1 will verify current PHA and review print out for any overdue medical issues</td>
<td></td>
</tr>
<tr>
<td>* Officer Record Brief (ORB)</td>
<td>BN S1</td>
<td>The MSC/Sep Cmd S1 will certify the ORB and Officer will verify it</td>
<td></td>
</tr>
<tr>
<td>* Personnel Qualification Record (PQR)</td>
<td>MSC/BN S1</td>
<td>Attach the UPDATED PQR printed from SIBX</td>
<td></td>
</tr>
<tr>
<td>Unit Clearance Memo</td>
<td>UNIT</td>
<td>See sample memo in IST SOP</td>
<td></td>
</tr>
</tbody>
</table>

Send packet in a single scanned .pdf file via IPPSA Administrative Corrections PAR

Figure 3-1. Officer Outgoing IST Checklist
OFFICER TRANSFER TO ANOTHER COMPONENT/SERVICE CHECKLIST

NAME:________________________________________________ GRADE:______________________

HOME PHONE:_______________________ CELL PHONE:_____________________________

EMAIL ADDRESS:____________________________________________________________________

UNIT:_____________________________________ UIC:____________ IPPSA POSN #:__________

PARA/LINE:__________________ UNIT POC/PHONE:_______________________________________

MSC POC/PHONE:_________________________ EFFECTIVE DATE:__________________

<table>
<thead>
<tr>
<th>REQUIRED ITEMS</th>
<th>WORKCENTER</th>
<th>COMMENTS/NOTES</th>
<th>INITIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REQUEST FOR G1 APPROVAL</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Officer’s Request</td>
<td>INDIVIDUAL</td>
<td>Officer will provide a detailed letter stating the reasons for joining another component.</td>
<td></td>
</tr>
<tr>
<td>GAANG Form 0227-R</td>
<td>MSC/BN S1</td>
<td>Request to transfer to active/US Army Reserve (Signed by MSC CDR or first O-6 in chain of command)</td>
<td></td>
</tr>
<tr>
<td>DA Form 4187</td>
<td>MSC/BN S1</td>
<td>Officer must sign DA 4187</td>
<td></td>
</tr>
<tr>
<td>DD 368</td>
<td>Gaining Component</td>
<td>The G1, GAARNG, is the approval authority for release of Officers. <strong>Note: DD 368 must be approved prior to the DA Form 71 being signed to the gaining Component.</strong></td>
<td></td>
</tr>
</tbody>
</table>

| **SUBMIT AFTER G1 APPROVAL** | | | |
| DA Form 71 Oath of Office | Gaining Component / Individual | Signed by the gaining Component or recruiter and the Officer/Warrant Officer with FULL legal signature (all names). | |
| Active Duty Orders Or DA 4651 | Gaining Unit/Individual | Active Duty Orders are needed for Officers being transferred to an Active Component. DA 4651 is required for Officers being transferred to a Reserve Component. | |
| Verification of RPAM | MSC/BN S1 | The O/WO will sign and date the upper right hand corner of the form when concurring. File in the Soldier’s OMPF. | |
| Unit Clearance Memorandum | Unit | | |
| Officer Record Brief | MSC/BN S1 | The MSC S1 will certify the ORB and O/WO will verify it. | |
| Officer Evaluation Report (OER) | Unit CDR / BN S1 | Copy of the final OER that reflects the Officer’s service will be completed, signed, and forwarded. Thru date of OER will be one day prior to the transfer request date. | |

Send packet in a single scanned .pdf file via IPPSA Administrative Corrections PAR

Figure 3-2. Officer Transfer to Another Component/Service Checklist
Chapter 4  
Officer Promotions

4-1. Applicability. Currently serving GA ARNG Officers and Warrant Officers recommended for promotion and federal recognition in the next higher grade.

4-2. Criteria. Officers must be fully qualified for promotion IAW AR 135-155 and NGR 600-100 prior to being recommended for promotion. In addition to these qualifications, the following issues should be taken into consideration when recommending officers for promotion:

a. Field grade promotions. Officers being promoted to MAJ through COL must be selected by the Field Grade Committee (FGAC) prior to submitting a promotion packet. OPB will not process any field grade promotion packet on an officer who has not been approved by the FGAC.

b. AGR officers recommended by the FGAC for promotion to MAJ through COL must have a control grade authorized prior to submitting a promotion packet.

c. Warrant Officers must meet be within 120 days of meeting minimum TIG eligibility. In accordance with PPOM #19-029, Warrant Officers assigned to a position that exceeds their current grade will no longer be considered for promotion one year prior to reaching minimum TIG.

d. The Command Chief Warrant Officer (CCWO) will review and validate all Warrant Officer promotion recommendations prior to consideration by the FRB.

e. AMEDD promotions. Refer to PPOM 17-028 for additional information on AMEDD promotions and assignments.

4-3. Junior Officer Promotions

a. The following requirements must be met for promotion from 2LT to 1LT:
   (1) 2LT (minus ECP 2LT) must complete BOLC and have 18 months TIG
   (2) ECP 2LT must have 24 months TIG, must have completed their baccalaureate degree and must be registered for BOLC.
   (3) Must have current passing APFT and meet height/weight requirements.

b. The following requirements must be met for promotion from WO1 to CW2:
   (1) WO1 must complete WOBC and have 24 months TIG.
   (2) If WO1 was an E7 with at least two years TIG at the time of appointment to WO1, the requirement to have 24 months TIG is waived. They are eligible for promotion upon completion of WOBC.
   (3) All WO1s must be awarded their primary MOS prior to submitting a promotion request. See section 5-2 for WO MOS Change request.
   (4) Must have current passing APFT and meet height/weight requirements.

c. The promotion eligibility date (PED) for 2LTs and WO1s is the earliest date in which the Officer meets all eligibility requirements. For example, a 2LT who was commissioned on 18 MAY 19, completed BOLC on 12 JUN 20 and passed an APFT on 14 JUL 20 will be eligible for promotion on 18 NOV 20. This is the earliest date on which the 2LT meets all promotion requirements, including TIG.

d. An NGB Form 78, Recommendation for Promotion to 1LT/CW2, must be completed when the Officer reaches minimum TIG regardless of whether or not the Officer is qualified or recommended for promotion.
(1) If a 2LT is not recommended for promotion at the minimum TIG, the unit may request an extension to 24 months (30 months for ECP 2LT) to complete the minimum requirements.

(2) If a WO1 is not recommended for promotion at 24 months TIG, the unit may request an extension to 36 months to complete the minimum requirements.

(3) The unit must include DA Form 4856, Developmental Counseling Form, with the non-recommendation for promotion.

(4) Officers not promoted within 36 months must be discharged.

4-4. Unit Vacancy Promotions (UVP)

a. Officers who are eligible to be promoted to the ranks of CPT through COL and CW3 through CW5. This action requires a Federal Recognition Board.

b. Commissioned officers must be the primary slot holder of a higher grade position.

c. UVP packets will not be accepted for officers who are within the zone of consideration for DA Promotion Selection Board (PSB).

4-5. DA Promotion Selection Boards

a. Commissioned Officers will be considered by DA PSB the year prior to reaching maximum time in grade. The zones of consideration are published in the DA Reserve Component Board Schedule.

b. Officers who are being considered by the DA PSB are not eligible for unit vacancy promotions.

c. Officers who will be considered by the PSB will receive an email notification from HRC with specific board information. Preparation for the PSB is an individual responsibility. Officers should review the MILPER message specific to their PSB and prepare accordingly.

d. Board results are generally released four to six months from the date the board adjourned. Board results can be reviewed at https://www.hrc.army.mil/TAGD/Officer%20and%20WO%20Selections%20and%20Promotions.

e. Officers selected by the PSB who are not assigned to a higher grade position must submit a promotion delay memo to OPB. The promotion may be delayed for up to three years for M-day Officers. The promotion may be delayed indefinitely for AGR Officers.

f. Officers who are selected by the DA PSB, are assigned to a higher grade position, and are otherwise fully eligible for promotion will submit a DA Select promotion packet.

g. Officers who have been considered and not selected by the DA PSB are not eligible for promotion.

4-6. Actions Required of Unit

a. Verify the Officer meets all requirements for promotion.

b. Prepare packet in accordance with the appropriate checklist.

c. Submit complete packet to OPB via Administrative Corrections PAR in IPPSA with the following naming convention: “Officer Promotion Request, MSC” E.g. “Officer DA Promotion Request, 78th TC.”

4-7. Actions Required of OPB

a. Review packets for completeness and accuracy. Coordinate with unit to correct any packet issues that may hinder or delay the promotion.
b. Verify Officer meets all eligibility requirements for promotion.

c. For unit vacancy promotions (UVP), schedule the packet to be considered by the next FRB.

d. For UVP, if approved by the FRB, complete NGB Form 89 and produce the state promotion recommendation. For DA promotions and promotions to 1LT or CW2, produce the state promotion recommendation.

e. Submit all promotion documents to NGB. UVP and promotions to 1LT and CW2 will be assigned to a promotion scroll. Promotion scrolls generally take six to eight months to be processed and approved.

f. NGB will publish the federal recognition order promoting the Officer. OPB will update IPPSA and ensure the order is placed in IPERMS.

4-8. Officer Promotion Packet Requirements. Promotion will adhere to the requirements in the following checklists.

a. Officers recommended for a unit vacancy promotion will include all documents listed in Figure 4-1.

b. Officers who have been selected by a DA PSB and are recommended for promotion will include all documents listed in Figure 4-2.

c. 2LTs recommended for promotion to 1LT and WO1s recommended for promotion to CW2 will include all documents listed in Figure 4-3.
OFFICER UNIT VACANCY PROMOTION (UVP)
(CPT-COL) and (CW3-CW5)

NAME:________________________________________ GRADE:___________ DOR:______________
HOME PHONE:________________________EMAIL ADDRESS:_______________________________
UNIT:_____________________________________ UIC:____________ IPPSA POSN #:____________
PARA/LINE:__________________ DMOS:___________  DUTY TITLE:__________________________
PROMOTION ELIGIBILITY DATE:_______________  PROMOTE TO THE RANK OF:______________
DUTY STATUS: __________  MSC POC/PHONE:______________________________

<table>
<thead>
<tr>
<th>REQUIRED ITEMS</th>
<th>WORKCENTRE</th>
<th>COMMENTS/NOTES</th>
<th>INITIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commander’s Recommendation Memo (LOR)</td>
<td>BN S1</td>
<td>Appendix E, NGR 600-100 (signed by the commander) For T-10 AGR Officers: NGB Authorization and Promotion Memos are required.</td>
<td></td>
</tr>
<tr>
<td>GA NG 0227-R</td>
<td>MSC/BN S1</td>
<td>Request to Promote (Signed by MSC CDR or first O-6 in chain of command)</td>
<td></td>
</tr>
<tr>
<td>Position Validation</td>
<td>MSC/BN S1</td>
<td>AOC PARA/LIN GRADE:<strong><strong><strong><strong>IPPSSA POSN NO:</strong></strong></strong></strong>____</td>
<td></td>
</tr>
<tr>
<td>Security Clearance Memorandum</td>
<td>MSC/BN S1</td>
<td>Verification of Security Clearance memo: Secret – 10 years from date of investigation; Top Secret – 6 years from date of investigation.</td>
<td></td>
</tr>
<tr>
<td>Physical/PHA (within 1 year) **Flight Physcals are required for Aviators ONLY</td>
<td>MSC/BN S1</td>
<td>Current PHAs must be updated in MEDPROS and reflected on the Officer’s PQR. Profiles must be annotated on the current physical to be valid. Aviators must include current DA Form 4186 (upslip) and Fort Rucker stamp.</td>
<td></td>
</tr>
<tr>
<td>ALL OERs (within the current grade)</td>
<td>MSC/BN S1</td>
<td>OERs being submitted must have processed through HQDA. If the Officer’s most recent OER (within 60 days of the board) has not yet processed through HQDA, then submit a memorandum of explanation and attach a copy of the draft OER from EES. If the Officer has an OER gap, a memo must be included to justify the gap.</td>
<td></td>
</tr>
<tr>
<td>APFT DA Form 705</td>
<td>BN S1</td>
<td>Record APFT must be current.</td>
<td></td>
</tr>
<tr>
<td>HT/WT Statement</td>
<td>BN S1</td>
<td>Current within 6 Months; Include DA Form 5500 for Body Fat %, (if applicable) Add a discrepancy letter if HT/WT differ on OER and PQR.</td>
<td></td>
</tr>
<tr>
<td>Profile</td>
<td>BN S1</td>
<td>YES:_________ No:_________ N/A:_________</td>
<td></td>
</tr>
<tr>
<td>Current promotion order (NGB 0122E) or Branch Change Order</td>
<td>BN S1</td>
<td>Verify that the current NGB 0122E (PFR) or Branch Change order matches the Officer’s current branch.</td>
<td></td>
</tr>
<tr>
<td>Highest MILED</td>
<td>MSC/BNS1</td>
<td>Must meet promotion eligibility criteria.</td>
<td></td>
</tr>
<tr>
<td>Highest Civilian Education</td>
<td>MSC/BN S1</td>
<td>Officer’s official transcript must be certified through the G-1 Education Section and uploaded in iPERMS. Current civilian status must be updated in IPPS-A. <strong>AMEDD Officers</strong> Must submit a copy of civilian medical credentials.</td>
<td></td>
</tr>
<tr>
<td>Updated PQR</td>
<td>MSC/BN S1</td>
<td>Submit PQR from SIBX.</td>
<td></td>
</tr>
<tr>
<td>Updated Officer Record Brief (ORB)</td>
<td>MSC/BN S1</td>
<td>Must be certified by unit admin personnel and validated by the Officer. <strong>SELECTION BOARD ORB ONLY</strong></td>
<td></td>
</tr>
</tbody>
</table>

GAARNG G-1/HR Actions Branch OPB, 15 October 2020
CCWO Verification (Warrant Officer promotion packets ONLY) | CCWO | MSC must submit WO promotion packets to the CCWO prior to submitting the packet to OPB for processing.

Send packet in a single scanned .pdf file via IPPSA Administrative Corrections PAR

Figure 4-1. Officer Unit Vacancy Promotion (UVP) Checklist
## OFFICER DA PROMOTIONS

**NAME:**________________________________________ **GRADE:**___________ **DOR:**__________

**HOME PHONE:**________________________ **EMAIL ADDRESS:**_______________________________

**UNIT:**_____________________________________ **UIC:**____________ **IPPSA POSN #::**__________

**PARA/LINE:**__________________ **DMOS:**___________ **DUTY TITLE:**______________________

**PROMOTION ELIGIBILITY DATE:**_______________ **PROMOTE TO THE RANK OF:**______________

**DUTY STATUS:** __________ **MSC POC/PHONE:**___________________________________________

### REQUIRED ITEMS:

<table>
<thead>
<tr>
<th><strong>COMMANDER</strong></th>
<th><strong>WORKCENTER</strong></th>
<th><strong>COMMENTS/NOTES</strong></th>
<th><strong>INITIALS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Commander Recommendation Memo</td>
<td>BN S1</td>
<td>Appendix E, NGR 600-100 (signed by the commander) For T-10 AGR Officer: NGB Authorization and Promotion Memos are required instead (see below).</td>
<td></td>
</tr>
<tr>
<td>GA NG 0227-R</td>
<td>MSC/BN S1</td>
<td>Request to Promote (Signed by MSC CDR or first O-6 in chain of command)</td>
<td></td>
</tr>
<tr>
<td>Delay Memo</td>
<td>MSC/BN S1</td>
<td>Generated by OPB upon release of DA Board results. Should be signed officer and in iperm. If not, contact OPB</td>
<td></td>
</tr>
<tr>
<td>Position Validation</td>
<td>MSC/BN S1</td>
<td>AOC PARA/LINE IPPSA POSN NO:</td>
<td></td>
</tr>
<tr>
<td>Updated PQR</td>
<td>MSC/BN S1</td>
<td>PQR from SIBX.</td>
<td></td>
</tr>
<tr>
<td>Physical/PHA</td>
<td>MSC/BN S1</td>
<td>Must be valid within 1 year of submission <strong>Flight Physicals are required for Aviators ONLY</strong></td>
<td></td>
</tr>
<tr>
<td>HT/WT Statement</td>
<td>BN S1</td>
<td>Current within 6 Months; Include DA Form 5500 for Body Fat %, (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Memorandum from ARNG-HCM (T10 AGR only)</td>
<td>MSC</td>
<td>Memorandum requesting promotion is generated by NGB.</td>
<td></td>
</tr>
<tr>
<td>DA Board Results</td>
<td>OPB</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Send packet in a single scanned .pdf file via IPPSA Administrative Corrections PAR

---

Figure 4-2. Officer DA Select Promotion Checklist
# JUNIOR OFFICER PROMOTION RECOMMENDATION

**2LT TO 1LT and WO1 TO CW2**

**NAME:** __________________________________________  **GRADE:** __________  **DOR:** __________

**HOME PHONE:** __________________________  **EMAIL ADDRESS:** __________________________

**UNIT:** __________________________  **UIC:** __________  **IPPSA POSN #:** __________

**PARA/LINE:** __________  **DMOS:** __________  **DUTY TITLE:** __________________________

**PROMOTION ELIGIBILITY DATE:** __________  **PROMOTE TO THE RANK OF:** __________

**DUTY STATUS:** __________  **MSC POC/PHONE:** __________________________

### REQUIRED ITEMS:

<table>
<thead>
<tr>
<th><strong>OFFICER RECOMMENDED FOR PROMOTION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>NGB FORM 78</td>
</tr>
<tr>
<td>BN S1</td>
</tr>
<tr>
<td>Complete sections 1 through 3 by the attached instructions and example.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>OFFICER NOT RECOMMENDED FOR PROMOTION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>NGB FORM 78</td>
</tr>
<tr>
<td>BN S1</td>
</tr>
<tr>
<td>Complete sections 1 through 3 by the attached instructions and example.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Waiver Request Memorandum</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>BN S1</td>
</tr>
<tr>
<td>If recommending retention, a detailed request for retention with mitigating circumstances will be attached.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>DA 4856</strong> (Developmental Counseling Form)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BN S1</td>
</tr>
<tr>
<td>Officer will be counseled on the non-recommendation for promotion and what they must do in order to be promoted/retained.</td>
</tr>
</tbody>
</table>

---

**Send packet minus the NGB 78 in a single scanned .pdf file via IPPSA Administrative Corrections PAR. Include the NGB 78 as a separate document.**

---

*Figure 4-3. Junior Officer Promotion Recommendation Checklist*
INSTRUCTIONS FOR COMPLETING NGB FORM 78

| Block 1a: NAME: | Self explanatory. |
| Block 1b: DoDID: | Self-explanatory. |
| Block 1c: GRADE: | O1 OR W1. |
| Block 1d: DUTY POSITION: | List current duty position with paragraph and line. |
| Block 1e: UNIT: | Complete unit address to include city and state. |
| Block 2a: Enter date of appointment as 2LT or WO1. |
| Block 2b: PED: | See paragraph 4-3c. |
| Block 2c: DATE OF APFT: | Self explanatory. |
| Block 2d: MONTHS IN GRADE: | Self explanatory. |
| Block 2e: DATE FORWARDED TO APPROVING AUTHORITY: | Enter date sent by requesting official. |
| Block 2f: Requesting official will check “is” or “is not” recommended block, and select State from dropdown menu. |
| Block 2g: REMARKS: | Add date BOLC/WOBC completed. If Officer is not recommended, state reasons. |
| Block 2h: DATE: | Enter date form signed |
| Block 2i: NAME/GRADE: | Type name and grade of commander recommending promotion |
| Block 2j: SIGNATURE: | Digitally sign |
| Block 3a: Approving official will check “APPROVED” OR “DISAPPROVED” block. |
| Block 3b: REMARKS: | If Officer is not recommended, state reasons. |
| Block 3c: DATE: | Enter date form signed |
| Block 3d: NAME/GRADE: | Type name and grade of commander approving promotion |
| Block 3e: SIGNATURE: | Digitally sign |
| Blocks 4-6 will be completed by G1. |

Figure 4-4. Instructions for Completing NGB Form 78
Chapter 5
Other Officer Actions

5-1. Applicability. Currently serving GA ARNG Officers and Warrant Officers seeking branch change, MOS change, name change, Mandatory Removal Date (MRD) extension, or other actions requiring federal recognition or approval from NGB not covered elsewhere in this SOP.

5-2. Officer Branch Transfer

a. Criteria.
   (1) Branch transfers will be initiated by the Officer concerned in writing through command channels.
   (2) Refer to NGR 600-100, Appendix M, for predetermination requirements by branch.
   (3) Branch transfers require approval by a FRB prior to submission to NGB.
   (4) Branch transfers for specialty branch personnel (AMEDD, JAG, and Chaplain) are not authorized. To transfer to or from any of these branches requires reappointment (see chapter 2 of this SOP).

b. 2LTs who want to change branches prior to attending BOLC do not require FRB approval.
   (1) In the event a 2LT requests to change branches from his/her commissioning branch, and hasn’t attended BOLC, a branch change must be completed prior to attending BOLC.
   (2) If the officer was commissioned from ROTC, permission must be obtained from the USAR prior to initiating a branch change. This is intended to ensure that a branch change does not invalidate the conditions set forth in the officer’s original cadet contract.
   (3) The officer may not attend BOLC prior to receiving an updated PFR from NGB. In the event the officer completes BOLC prior to the publication of PFR for branch transfer, the officer must be approved by a FRB.

c. Actions Required of Unit
   (1) Verify that the Officer has met all eligibility requirements for the requested branch.
   (2) Prepare packet in accordance with Figure 5-1, Branch Transfer Checklist.
   (3) Submit complete packet to OPB via Administrative Corrections PAR in IPPSA with the following naming convention: “Officer Branch Transfer, MSC” E.g. “Officer Branch Transfer, 201st RSG.”

d. Actions Required of OPB
   (1) Review packets for completeness and accuracy. Coordinate with unit to correct any packet issues that may hinder or delay the branch transfer.
   (2) Verify Officer meets all eligibility requirements for branch transfer.
   (3) If necessary, submit documents to NGB for proponent approval. Proponent approval is required prior to consideration by a FRB.
   (4) Schedule the packet to be considered by the next FRB.
   (5) If approved by the FRB, complete NGB Form 89 and produce the state recommendation for branch transfer.
   (6) Submit all branch transfer documents to NGB.
(7) NGB will publish the federal recognition order with the Officer’s new branch. OPB will update IPPSA and ensure the order is placed in IPERMS.

5-3. Warrant Officer MOS Change

a. Criteria. Other than the award of their initial MOS, Warrant Officers must meet the below criteria.

(1) Warrant Officers must be either certified by the appropriate DA MOS proponent or have creditable prior service as a warrant officer in the requested MOS in accordance with the standards in DA Pam 611-21.

(2) All warrant officers without creditable service in the requested MOS will submit a request for predetermination IAW DA PAM 611-21, paragraph 2-8 prior to MOS re-designation.

(3) CCWO reviews and validates all Warrant Officer MOS change requests prior to submitting the packet to OPB for processing.

(4) Aviation warrant officers do not require a FRB to change their MOS if the model aircraft the officer is currently qualified to fly is the only change. The request will be submitted to OPB but will not be boarded by the FRB.

(5) Warrant officers do not require a FRB to change the 4th and/or 5th digit of their MOS. The request will be submitted to OPB but will not be boarded by the FRB.

b. Actions Required of Unit

(1) Verify that the Warrant Officer has met all eligibility requirements for the requested MOS.

(2) Prepare packet in accordance with Figure 5-2, Warrant Officer MOS Change Checklist.

(3) Submit complete packet to OPB via Administrative Corrections PAR in IPPSA with the following naming convention: “Warrant Officer MOS Change, MSC” E.g. “Warrant Officer MOS Change, 78th AV.”

c. Actions Required of OPB

(1) Review packets for completeness and accuracy. Coordinate with unit to correct any packet issues that may hinder or delay the MOS change.

(2) Verify Warrant Officer meets all eligibility requirements for MOS change.

(3) If necessary, submit documents to NGB for proponent approval. Proponent approval is required prior to consideration by a FRB.

(4) Schedule the packet to be considered by the next FRB.

(5) If approved by the FRB, complete NGB Form 89 and produce the state recommendation for MOS change.

(6) Submit all MOS change documents to NGB.

(7) NGB will publish the federal recognition order with the Warrant Officer’s new MOS. OPB will update IPPSA and ensure the order is placed in IPERMS.

5-4. Officer Name Change

a. Criteria. Amendment of Name Change approved through Federal Recognition.

b. Actions Required of Unit

(1) Prepare packet in accordance with Figure 5-3, Officer Name Change Checklist.
c. Actions Required of OPB
   (1) Review packets for completeness and accuracy.
   (2) Produce the state memorandum for federal recognition in new name.
   (3) Submit name change documents to NGB.
   (4) NGB will publish the federal recognition order with the Officer’s new name. OPB will update IPPSA and ensure the order is placed in IPERMS.

5-5. Officer MRD Extension
   a. Criteria. Officers in the below categories may request an MRD extension
      (1) Military technicians may be retained up to two years to qualify for an unreduced annuity.
      (2) Military technicians may be retained up to two years for essentiality.
      (3) AGR Officers with 18 or more years but less than 20 years Active Federal Service (AFS) may be retained until they reach 20 years AFS.
      (4) M-day Officers with 18 or more years but less than 20 years of federal service may be retained until they reach 20 years of service creditable towards a non-regular retirement.
      (5) Fully qualified special branch personnel
      (6) Officers serving as the United States Property and Fiscal Officer (USPFO)
      (7) For a mobilization (Voluntary Selective Continuation)
      (8) Officers pending a physical disability exam
      (9) MRD extension requests will be initiated by the Officer concerned in writing through command channels.
      (10) MRD extension requests must be submitted no later than six months prior to the Officer's MRD.
   b. Actions Required of Unit
      (1) Prepare packet in accordance with Figure 5-4, Officer MRD Extension Request Checklist.
      (2) MRD Extension requests must have written command endorsement.
      (3) Submit complete packet to OPB via Administrative Corrections PAR in IPPSA with the following naming convention: “Officer MRD Extension Request, MSC” E.g. “Officer MRD Extension Request, JFHQ.”
      (4) Once approved or disapproved MRD extension request is received from NGB, ensure Officer is notified of results.
   c. Actions Required of OPB
      (1) Review packets for completeness and accuracy.
      (2) Verify Officer meets requirements for MRD extension.
      (3) Generate memorandum for TAG endorsement.
(4) Submit extension request to NGB.

(5) NGB returns the approved or disapproved MRD retention memorandum to OPB. OPB will forward the MRD retention memorandum to the MSC.

5-6. Officer Transfer between MSCs

a. Criteria. CPT and below Commissioned Officers and Warrant Officers who voluntary transfer to another Major Subordinate Command (MSC) or is involuntary transferred due to Command Directive and/or Army requirements. Officers may request to be assigned to any GAARNG unit permitted providing both chain of commands agree to the request.

b. Actions Required of Unit

(1) Create a Permanent Change of Assignment. Upload the Letter of Acceptance (LOA) signed by the gaining unit to the assignment PAR.

(2) ADHOC the assignment request to the GA OPB Workflow as an Inserted Approver.

c. Actions Required of OPB

(1) Verify officer meets assignment requirements and approve MSC to MSC Transfer.

(2) Approved all Excess duty position moves.

d. Other Officer Transfers.

(1) Transfers between units within a MSC should be approved and actioned within that MSC if there is an authorized vacant position. Units are authorized to create and approve Duty Position Change (POS), and Attachment (ATC).
OFFICER BRANCH TRANSFER REQUEST CHECKLIST

NAME:________________________________________________ GRADE:______________________
HOME PHONE:_____________________________ CELL PHONE:_____________________________
EMAIL ADDRESS:____________________________________________________________________
UNIT:_____________________________________ UIC:____________ IPPSA POSN #:__________
PARA/LINE:__________________ UNIT POC/PHONE:_____________________________________
CURRENT BRANCH:______________________  BRANCH REQUESTED:_______________________
MSC POC/PHONE:____________________________ EFFECTIVE DATE:_____________________

<table>
<thead>
<tr>
<th>REQUIRED ITEMS</th>
<th>WORKCENTER</th>
<th>COMMENTS/NOTES</th>
<th>INITIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>GA NG 0227-R</td>
<td>MSC/BN S1</td>
<td>Request to transfer branch (Signed by MSC CDR or first O-6 in chain of command)</td>
<td></td>
</tr>
<tr>
<td>Individual’s Branch Transfer Request</td>
<td>INDIVIDUAL</td>
<td>Officer will provide a detailed memorandum stating reasons for requesting branch transfer.</td>
<td></td>
</tr>
<tr>
<td>DA Form 1059</td>
<td>MSC/BN S1</td>
<td>For verification of qualification for the new branch. (For BOLC qualified Officers only).</td>
<td></td>
</tr>
<tr>
<td>SECURITY CLEARANCE</td>
<td>MSC/BN S1</td>
<td>Verification of Security Clearance memo: Secret – 10 years from date of investigation Top Secret – 5 years from date of investigation.</td>
<td></td>
</tr>
<tr>
<td>APFT DA FORM 705</td>
<td>MSC/BN S1</td>
<td>Record APFT within 6 month (AGR) or 1 year (MDAY) Must be a valid DA Form 705 from the MSC</td>
<td></td>
</tr>
<tr>
<td>HT/WT STATEMENT</td>
<td>MSC/BN S1</td>
<td>Current within 6 Months; Include DA Form 5500 for Body Fat %, (if applicable) Add a discrepancy letter if HT/WT differ on OER and PQR.</td>
<td></td>
</tr>
<tr>
<td>MEDPROS IMR</td>
<td>MSC/BN S1</td>
<td>Print out of current MEDPROS Individual Medical Readiness Report (IMR) for Officer.</td>
<td></td>
</tr>
<tr>
<td>UPDATED OFFICER RECORD BRIEF (ORB)</td>
<td>MSC/BN S1</td>
<td>Must be certified by unit admin personnel and validated by the Officer.</td>
<td></td>
</tr>
<tr>
<td>LAST THREE OERS</td>
<td>MSC/BN S1</td>
<td>OERS: The last three OERs completed on the Officer requesting a branch transfer to Infantry. Verify that they are in iPERMS/OMPF.</td>
<td></td>
</tr>
<tr>
<td>MILITARY BIOGRAPHICAL SUMMARY</td>
<td>INDIVIDUAL</td>
<td>**Only for Officers who are required to have an approved predetermination proponent memorandum</td>
<td></td>
</tr>
</tbody>
</table>

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Figure 5-1. Officer Branch Transfer Request Checklist
WARRANT OFFICER MOS CHANGE REQUEST CHECKLIST

NAME:________________________________________________ GRADE:______________________

HOME PHONE:_____________________________ CELL PHONE:_____________________________

EMAIL ADDRESS:____________________________________________________________________

UNIT:_____________________________________ UIC:____________ IPPSA POSN #:____________

PARA/LINE:__________________ UNIT POC/PHONE:_______________________________________

CURRENT MOS:_________________________ MOS REQUESTED:___________________________

MSC POC/PHONE:________________________________ EffecTIVE DATE:_______________

REQUIRED ITEMS: | WORKCENTER  | COMMENTS/NOTES                                                                 |
-----------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------|
GA NG 0227-R    | MSC/BN S1   | Request to change MOS (Signed by MSC CDR or first O-6 in chain of command)                                                      |
Individual’s MOS Change Request | INDIVIDUAL | Officer will provide a detailed memorandum stating reasons for requesting MOS change.                                             |
MOS Requirements | MSC/BN S1   | DA PAM 611-21 excerpt, pre-determination memo, or other documents to validate requirements for MOS                                  |
DA Form 1059/ Other validating documents | INDIVIDUAL | Attach individual’s records in accordance with NGR 600-101, paragraph 2-8 or 6-3 to validate WO has met requirements for award of MOS |
Security Clearance | MSC/BN S1   | Security Clearance Memo WO MOS Change SOP attachment #3                                                                            |

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Figure 5-2. Warrant Officer MOS Change Request Checklist
OFFICER NAME CHANGE REQUEST CHECKLIST

NAME:________________________________________________ GRADE:______________________

HOME PHONE:_____________________________ CELL PHONE:_____________________________

EMAIL ADDRESS:____________________________________________________________________

UNIT:_____________________________________ UIC:____________ IPPSA POSN #:_________

PARA/LINE:__________________ UNIT POC/PHONE:_____________________________________

MSC POC/PHONE:____________________________________ EFFECTIVE DATE:_______________

<table>
<thead>
<tr>
<th>REQUIRED ITEMS:</th>
<th>WORKCENTER</th>
<th>COMMENTS/NOTES</th>
<th>INITIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUEST MEMO FROM THE OFFICER</td>
<td>MSC/BN S1</td>
<td>Officer will provide letter requesting name change.</td>
<td></td>
</tr>
<tr>
<td>DA 4187</td>
<td>MSC/BN S1</td>
<td>DA Form 4187 Annotated with “Request for Name Change” per sample (attached)</td>
<td></td>
</tr>
<tr>
<td>Supporting Document(s)</td>
<td>MSC/BN S1</td>
<td>Must submit marriage license, divorce decree, court decree, magistrates order mandating the name change, or any additional supporting documentation (for clerical correction).</td>
<td></td>
</tr>
</tbody>
</table>

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Figure 5-3. Officer Name Change Request Checklist
### MRD OR AGE RETENTION REQUEST CHECKLIST

**NAME:** ________________________________ **GRADE:** ________________________________

**HOME PHONE:** ________________________________ **CELL PHONE:** ________________________________

**EMAIL ADDRESS:** ________________________________________________________________

**UNIT:** ________________________________ **UIC:** ________________________________ **IPPSA POSN #:** ________________________________

**PARA/LINE:** ________________________________ **UNIT POC/PHONE:** ________________________________________________________________

**TYPE REQUEST:** ________________________________ **CURRENT MRD:** ________________________________ **AGE:** ________________________________

**MSC POC/PHONE:** ________________________________________________________________

### REQUIRED ITEMS:

<table>
<thead>
<tr>
<th>REQUIRED ITEMS</th>
<th>WORKCENTER</th>
<th>COMMENTS/NOTES</th>
<th>INITIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual’s MRD Extension Request</td>
<td>INDIVIDUAL</td>
<td>Officer will provide a detailed memorandum stating reasons for requesting retention beyond MRD.</td>
<td></td>
</tr>
<tr>
<td>Unit Command Endorsement</td>
<td>MSC S1</td>
<td>Command Endorsement For MRD Retention through Chain of Command</td>
<td></td>
</tr>
<tr>
<td>Updated Officer Record Brief (ORB)</td>
<td>MSC/BN S1</td>
<td>Must be certified by unit admin personnel and validated by the Officer.</td>
<td></td>
</tr>
<tr>
<td>RPAM Statement</td>
<td>MSC/BN S1</td>
<td>Must be included in packet</td>
<td></td>
</tr>
<tr>
<td>*USPFO Memorandum *Title 10 orders</td>
<td>MSC/BN S1</td>
<td>(Required <strong>ONLY</strong> for USPFO Retention MRDs)</td>
<td></td>
</tr>
<tr>
<td>**Technician Service Computation Verification Data</td>
<td>MSC/BN S1</td>
<td>(Required <strong>ONLY</strong> for Technicians requesting MRD extension based on technician service)</td>
<td></td>
</tr>
<tr>
<td>Previous MRD Retention memorandum</td>
<td>MSC/BN S1</td>
<td>Provide previous approvals if this is not the Officers initial Waiver request</td>
<td></td>
</tr>
<tr>
<td>TAG Endorsement</td>
<td>G1</td>
<td>Memorandum will be completed at OPB to be included with packet</td>
<td></td>
</tr>
</tbody>
</table>

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*Figure 5-4. MRD or Age Retention Request Checklist*
Chapter 6
IPPS-A Process Steps

6-1. Workflow Save as Preference Steps
   a. Every HR Professional must save a copy of the G-1 workflows prior to initiating MISC Admin Correction (ADMINCRCTN) action from the HR Personnel Action tile.
   b. The following steps details how to save the workflows:
      (1) From the HR Professional Homepage type “workflow save as” in the global search engine.
      (2) Select “Workflow Save As Preference”.
      (3) Select “Shared Templates”
      (4) Type “GA OPB” in the Template box.
      (5) Select the details next to each description box. This will open up on another tab.
      (6) Select Import Template. Select Ok. Close the tab.

6-2. Qualifications and Skills PAR
   a. Utilize the Qualification and Skills PAR to award Officer Area of Concentration, Functional Area, Additional Skill Identifiers and award WO Primary/Secondary MOS, ASI, SQI.
   b. Review Supporting Documents; must meet specific requirement.
      (1) If Officer is AMEDD, review PPOM 11-064 for AMEDD guidance.
      (2) Update AOC/ASI/SQI using Qualifications and Skills PAR (Formerly SSI) transaction for Officers
      (3) Add fields to the right side of the form based on the Soldier’s qualification
      (4) Ensure previous data form left side of the form is included in the right side of the form
      (5) ASI’s with “O” and “W” in front are for Officers and Warrant Officers.
      (6) MOS change transaction packets for Warrants must be routed to OPB for processing and Approval prior to awarding the new MOS.
      (7) OPB review/approve and/or pushback
   c. Creating an Administrative Record Corrections PAR
      (1) Every HR Professional must save a copy of the G-1 workflows prior to initiating MISC Admin Correction (ADMINCRCTN) action from the HR Personnel Action tile.
      (2) The following steps details how to create a MISC ADMINCRCTN PAR:
      (3) From the HR Professional Homepage type “HR Personnel Action Requests” in the global search engine.
      (4) Select the HR Personnel Action Request Tile.
      (5) Click the search option on the EMPLID and select the Search Criteria to search for the Soldier the intended action is for.
      (6) From the Category Field select the ‘MISC” option.
      (7) From the PAR Type Field select “ADMINCRCTN” and click “Create New PAR”
(8) You must type in the required information in the description field applicable to the PAR Action outlined within the SOP.

(9) Effective date will be the date the PAR is being submitted.

(10) Supporting documents are mandatory. The PAR will allow up to 5 attachments.

(11) Click save. And Submit.

(12) The MSC S1 will insert the appropriate workflow template that have been saved from para 4-1 as the approver, and route it to G-1 for processing. This action can be completed by clicking on the ‘pending’ icon on the opened PAR.

(13) G-1 will download the packet to review for processing. Approved packets will be placed in service members IPERMS, and a copy of the approved packet will be returned as approved to the PAR request. G-1 will also complete the appropriate IPPS-A action upon receipt of FEDREC. Disapproved packets will be returned without action.
Appendix A

References

Section I
Publications

NGR 600-100
Commissioned Officers – Federal Recognition and Related Personnel Actions

NGR 600-101
Warrant Officers – Federal Recognition and Related Personnel Actions

NGR 635-100
Termination of Appointment and Withdrawal of Federal Recognition

NGR 635-102
Officers and Warrant Officers Selective Retention

AR 40-501
Standards of Medical Fitness

AR 135-155
Promotion of Commissioned Officers and Warrant Officers Other Than General Officers

AR 623-3
Evaluation Reporting System

AR 640-30
Photographs for Military Human Resources Records

AR 140-10
Assignments, Attachments, Details, and Transfers

PPOM 20-026
Elimination of Department of Army (DA) Photos

PPOM 13-032
Guidance on Cross Branch Assignments of Infantry and Armor Officers in the Army National Guard

PPOM 16-035
Reduction in the Time of Grade (TIG) Requirement for Promotion of Reserve Component Officers to 1LT

PPOM 11-064
AMEDD Officer Personnel Management Guidance

ARNG-ARH Policy Memorandum #19-017
Army National Guard Administrative Separation of ARNG 2LTs and WO1s for failure to complete Minimum Military Education Requirements of Failure to Qualify for promotion to 1LT and CW2
ARNG-ARH Policy Memorandum #19-029
Modification of NGR 600-100, Chapter 7, Table 7-1

NGB-ARH Policy Memorandum # 16-010
Branch Transfer, Award of Functional Area and Area of Concentration, and Reappointment in the Army National Guard

NGB-ARH Policy Memorandum #16-032
Promotion from 2LT to 1LT and from WO1 to CW2

NGB-ARH Policy Memorandum #09-055
Voluntary Selective continuation of Alerted and Mobilized Selected Reserve Lieutenant Colonels and Colonels under the provisions of Section 14701, Title 10, United States Code

ARNG-ARH Policy Memorandum #10-056
Mandatory Removal Date of ARNG Lieutenant Colonels and Colonels

USARNG
DA Boards Guide Officer Personnel Management Version 2.0

DA Memo 600-4
Policies and Procedures for Reserve Components Officer Selection Boards

GA State Policy
Promotion of ECP Officers from 2LT to 1LT

DA Pam 611-21
Military Occupational Classification and Structure

DA Pam 600-3
Officer Professional Development and Career Management

AMDR
Army Mobilization and Deployment Reference
Appendix B

Figure List

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Officer Appointment Checklist, Initial Appointment

Figure 2-2
Officer Incoming IST Checklist

Figure 2-3
Officer/Warrant Officer Appointment Checklist, Accession from a Different Component

Figure 2-4
Officer Reappointment Checklist

Figure 3-1
Officer Outgoing IST Checklist

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Officer Transfer to Another Component/Service Checklist

Figure 4-1
Officer Unit Vacancy Promotion (UVP) Checklist

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Officer DA Select Promotion Checklist

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Junior Officer Promotion Recommendation Checklist

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Instructions for Completing NGB Form 78

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Officer Branch Transfer Request Checklist

Figure 5-2
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Figure 5-3
Officer Name Change Request Checklist

Figure 5-4
MRD or AGE Retention Request Checklist
Glossary

Section I
Abbreviations

AGR
Active Guard/Reserve

AMHRR
Army Military Human Resource Record

APFT
Army Physical Fitness Test

ARNG/ARNGUS
Army National Guard / Army National Guard of the United States

BOLC
Basic Officer Leader Course

CIVED
Civilian Education

CG
Commanding General

CMB
Career Management Board

FGAC
Field Grade Assignments Committee

HRAB
Human Resource Actions Branch

IRR
Inactive Ready Reserve

iPERMS
Interactive Personnel Electronic Records Management System

IPPS-A
Integrated Personnel and Pay System - Army

MILED
Military Education

MSC
Major subordinate command

OPB
Officer Personnel Branch
PME
Professional military education

QRB
Qualitative Retention Board

SSC
Senior Service College

SIDPERS
Standard Installation/Division Personnel Reporting System

SRB
Selective Retention Board

TAG
The Adjutant General

TIG
Time in grade