

Human Resources Actions Branch  
(NGGA-PEA)

# **Officer Personnel Management**

Joint Force Headquarters  
Georgia Army National Guard  
Marietta GA  
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**UNCLASSIFIED**

# SUMMARY of CHANGE

Georgia OPB SOP

Revision dated 1 October 2024

- o New Revision to include updated checklists

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## **Chapter 1 Overview**

### **1-1. Purpose**

Prescribes National Guard Bureau (NGB) and Georgia Army National Guard (GAARNG) procedures governing the appointment, assignment, and management of Officers and Warrant Officers of the GAARNG. Provides eligibility requirements, administrative procedures, applications processing, and other related Officer personnel actions to include Branch and MOS change requirements, promotion, civilian, and federal recognition (FEDREC).

### **1-2. References**

Required list related to publications and prescribed 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.

### **1-4. Appendices**

Appendices B through Q provide specific examples for all packets, including checklists, naming conventions for packet submission, forms, example memorandums, and guides to create reports.

## **Chapter 2 Officer Accessions**

### **2-1. Applicability**

Civilians, officers, prior service officers, and enlisted personnel seeking appointment as an officer or warrant officer in the GAARNG. This includes:

- a. Appearances and Initial appointments for Federal Recognition:
  - (1) Warrant Officer Candidate Appearance Checklist Figure 2-1
  - (2) Officer Appointment – ROTC and ECP Cadet Figure 2-2
  - (3) Officer Appointment – OCS Appointment Figure 2-3
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- b. United States Army Reserve (USAR) officers in active status or in the Inactive Ready Reserve (IRR), Regular Army officers, and officers from another component (US Navy, US Air Force, etc.) These officers require federal recognition into the GAARNG. See chapter three for detailed information.
- c. National Guard officers and warrant officers transferring state-to-state require federal recognition for a change of state. See chapter three for detailed information.

### **2-2. Actions Required of the Officer Strength Manager**

- a. Locate valid positions for applicants in coordination with Major Subordinate Command (MSC) S1's and Officer Personnel Branch (OPB). Newly commissioned officers will not be projected against any vacancies in Joint Force Headquarters. They must be assigned to an MSC.

- b. Validate positions used for accessions are vacant, non-mobilization related, have a start date prior to the date of accession.
- c. Coordinate with applicants to complete appointment packets. Inform applicants who are not current GAARNG members that they cannot perform duties until packet has been approved by OPB and appointment orders have been issued.
- d. Process is complete when NGB processes an accession packet and produces NGB Form 0122E, permanent FEDREC order. The order for federal recognition will be placed in the Service Member's IPERMS.

### **2-3. Applications for Appointment**

Applications for appointment as an Officer or Warrant Officer in the GAARNG will adhere to the requirements for each type of accession.

a. Initial appointments will include all documents listed in Figure 2-1 through Figure 2-8. All applicants are responsible for completion of the NGB Form 62E Application for Federal Recognition as an Army National Guard Officer or Warrant Officer and Appointment as a Reserve Commissioned Officer or Warrant Officer of the Army in the Army National Guard of the United States. Examples of the NGB FORM 62E can be found in Appendix G with instructions on how to complete form. All highlighted areas are required to be completed. Note: Page 5 of the NGB Form 62E is to be completed by OPB.

b. All applicants for appointment as an Officer or Warrant Officer must meet the physical standards of fitness as outlined in AR 40-501, Chapter II for Commissioning Physicals or Class 1 Flight Physicals. All applicants must have a current DD Form 2808, Genesis Printout, or DODMERB physical dated within 24 months (18 months for flight status) prior to the accession date.

c. Any required waiver(s) must be approved at the appropriate level and included in application for appointment prior to the Federal Recognition Board. All waivers must be reviewed by the board.

### **2-4. Additional Items of Consideration**

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 GAARNG:

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 GAARNG. A waiver from Human Resources Command (HRC) will be required for any active-duty officer twice non-selected for promotion prior to appointment in GAARNG.

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

c. Field grade officers (Major and above/ CW3 and above) require approval from the Chief of Staff (COS) prior to being accessed. Acceptance is based solely on the needs of the GAARNG.

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



e. Service. Applicants will not perform Inactive Duty Training or Annual Training 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. Applicants seeking appointments/reappointments in the GAARNG will be required to appear in person before an FRB. Soldiers currently in the military are required to wear the Army Service Uniform. Civilians will wear appropriate business attire. Warrant Officer Candidates (WOC) must appear before the Federal Recognition Board prior to attending Warrant Officer Candidate School. WOC applicants will submit the documents listed in Figure 2-1 (Warrant Officer Candidate Appearance) to OPB to be scheduled for the board.

g. Full-time personnel. Current Active Guard Reserve (AGR) enlisted Soldiers must be approved by the CoS and the Human Resources Office prior to being appointed as an AGR officer. They will not be appointed prior to approval.

## **Chapter 3**

### **Officer Interstate Transfers (ISTs – In & Out) and In-Service Recruits (ISRs – In Only)**

#### **3-1. Applicability**

Officers and Warrant Officers that are currently serving in Compo 1 or Compo 3, the Individual Ready Reserves (IRR) or any other military branch including the U.S. Navy, Marine Corps, Air Force, etc. who want to transfer as an In-Service Recruits (ISR) into the GAARNG. Officers and Warrant Officers that are currently serving in the Army National Guard who want to Interstate Transfer (IST) in or out of the GAARNG.

Note: Officers and Warrant Officers that are currently serving in the GAARNG that want to be released to another military branch including the IRR need to refer to the G-1 Services Transitions Section SOP. Transitions Distro: [ng.ga.gaarnng.list.ngga-g1-transitions@army.mil](mailto:ng.ga.gaarnng.list.ngga-g1-transitions@army.mil).

#### **3-2. Criteria**

Officers and Warrant Officers must meet the minimum requirements listed below. See Figures 3-1 through 3-3 for all required documents. Field grade officers (Major and above/ CW3 and above) require approval from the CoS prior to being accessed. Acceptance is based solely on the needs of the GAARNG.

- a. In-Service Recruits Transfer (ISR) Into the GAARNG (Figure 3-1)
  - (1) Officers must have a letter of acceptance (LOA). If the officer is a Field Grade Officer, the transfer must first be approved by the CoS.
  - (2) Officers cannot have a break in service.
- b. Interstate Transfer (IST) into the GAARNG (Figure 3-2)
  - (1) Officers must have a LOA. If the officer is a Field Grade Officer, the transfer must first be approved by the CoS.
  - (2) Officers cannot have a break in service.
- c. Interstate Transfer (IST) out of the GAARNG (Figure 3-3)
  - (1) All officers must have a written request to transfer out of the GAARNG. See Appendix N for example.
  - (2) All officers must have an approved conditional release memo from the GAARNG.
    - (a) Officers will not receive an approval to IST out of the state if there is a non-transferrable flag.
    - (b) Officers must not be within 120 days of their Mandatory Removal Date
    - (c) Officers must not be pending involuntary separation.

### **3-3. Actions Required of the Officer**

a. Officers that are ISR or IST into GAARNG will work with Recruiting and Retention (R&R) Officer Strength Manager to complete the required checklist. Units in the GAARNG other than R&R are not authorized to accept Officers into the state.

b. Officers requesting IST out of the GAARNG will start the transfer process at the company level. Officers are encouraged to find a unit in the state where they are moving to obtain the LOA. Figure 3-3

### **3-4. Actions Required of Unit**

a. Complete all Officer Evaluation Reports prior to the transfer to the gaining state.

b. Verify the officer turns in all equipment prior to the transfer.

c. Submit complete IST outgoing packets to OPB via the Customer Relationship Management (CRM) Module in IPPS-A with the following naming convention: "MISC IST XXX RANK LAST NAME, FIRST NAME."

Note: Individuals will have IPPSA access revoked for completing transactions accepting officers or warrant officers into the GAARNG without following proper procedures. All incoming officers must be routed through R&R and Field Grade Officers require CoS approval.

### **3-5. Actions Required by Recruiting and Retention**

a. Review all ISR incoming and IST incoming packets for completeness and accuracy. Include all documents listed in Figures 3-1 and 3-2.

b. Coordinate with the losing unit or compo to correct all packet issues that may hinder transfer.

### **3-6. ROTC transfer into GAARNG from Another State**

ROTC graduates from another state who have not been appointed in that State will be processed for separation or transferred to the IRR by the losing State. Georgia will subsequently provide the appointment order and newly completed NGB Form 337.

## **Chapter 4 Officer Promotions**

### **4-1. Applicability**

Currently serving GAARNG officers and warrant officers recommended for promotion and federal recognition in the next higher grade.

### **4-2. Officer Promotion Packet Requirements**

Officer promotions will adhere to the requirements in the following checklists. See Figure 4-1 to 4-28 for detail requirements.

a. 2LTs recommended for promotion to 1LT and WO1s recommended for promotion to CW2 will include all documents listed in Figure 4-1 (Officer TIG Promotion/Extension).

Instructions for completing the NGB FORM 78 are in Figure 4-2 (Instructions for Completing NGB Form 78 for Promotion to 1LT or CW2).

b. Officers recommended for a unit vacancy promotion will include all documents listed in Figure 4-26 (Officer Unit Vacancy Promotion).

c. Officers who have been selected by a DA Promotion Selection Board and are recommended for promotion will include all documents listed in Figure 4-27 (Officer DA Select Promotion).

#### **4-3. Time in Grade Promotions / Non-Recommendations / Extensions**

Time in Grade is an ARNG Officer's years of service for purposes of promotion and federal recognition computed from the date of rank.

a. The following requirements must be met for promotion from 2nd Lieutenant (2LT) to 1st Lieutenant (1LT):

(1) 2LT (minus ECP/Aviation/Chaplain Candidate 2LTs) must complete BOLC and have 18 months TIG.

(2) All 2LTs must be awarded their Initial Appointment prior to submitting a promotion request.

(3) ECP 2LTs must have 24 months TIG and are not required to have BOLC completed. A civilian education (CIVED) waiver of up to 12 months will be routed through OPB and The Adjutant General (TAG) for approval by the Commander, HRC, Fort Knox for completion of baccalaureate degree requirements.

(4) Aviation 2LTs who have not graduated from BOLC may be promoted at 24 months of commissioned service if currently enrolled in Flight School XXI/BOLC and not flagged.

(5) IAW PPOM 21-055, Chaplain Candidate (56X) 2LTs who have 18 months or more TIG will be considered eligible for promotion to 1LT regardless of CHBOLC completion status. Chaplain candidates (56X) are not eligible for promotion to CPT until appointed as a Chaplain (56A).

(6) IAW AR 135-155, AMEDD officers, regardless of grade in which appointed, other than Specialized Training Assistance Program (STRAP) participants and MS officers with Medical Functional Area (MFA) 70 or Area of Concentration (AOC) 67J, are required to complete the AMEDD resident RC Officer Basic Course (BOLC) within 3 years after appointment. STRAP participants do not have to complete the AMEDD resident RC BOLC until 3 years after the completion of their STRAP training program.

(7) Must have current passing Army Combat Fitness Test (ACFT) within 12 months of the Promotion Eligibility Date (PED) and a passing height and weight (HTWT) within 6 months of the PED.

(8) Must have a valid security clearance verified by the G-2 or their unit Security Manager using the system of record. The memorandum verifying the security clearance must include the date the officer was entered into the continuous evaluation program.

b. The following requirements must be met for promotion from warrant officer (WO1) to chief warrant officer 2 (CW2):

(1) WO1 must complete Warrant Officer Basic Course (WBOLC) and have 24 months TIG.

(2) Enlisted applicants in the grade of E7 with a minimum of two-years TIG on the date of appointment as a WOC, may be appointed to WO1 upon completion of WOCS, and upon completion of WBOLC may be promoted to CW2. The date of rank will be the day after the completion of WBOLC (NGR 600-101 p.2-10).

(3) All WO1s must be awarded their Initial Appointment and their primary MOS prior to submitting a promotion request. See section 5-4 for Warrant Officer MOS Change request.

(4) Must have current passing ACFT within 12 months of the PED and a passing HTWT within 6 months of the PED.

c. The PED for 2LTs and WO1s is the earliest date in which the officer meets all eligibility requirements.

d. 2LT Promotions/Non-Recommendation/Extension NGB Form 78, Recommendation for Promotion to 1LT must be completed when the officer reaches minimum TIG regardless of whether or not the officer is recommended for promotion. If Officer is not recommended for promotion, a non-recommendation or extension request must be submitted.

(1) 2LTs will be considered for promotion at 18 months TIG. If the officer is found not qualified for promotion, they may be discharged. TAGs may retain 2LTs who have been found not qualified for promotion at 18 months TIG for an additional six months. See figures 4-1 and 4-20 (Time in Grade Officer Promotion Non-Recommendation) for an example.

(2) 2LTs not promoted at 18 months will be considered for promotion at 24 months TIG. 2LTs found not qualified for promotion at 24 months TIG will be separated unless previously approved for retention by TAG. TAGs may retain 2LTs who have been found not qualified for promotion at 24 months TIG for an additional 12 months. See figures 4-7 (Example of NGB FORM 78 2LT Promotion between 18-24 Months TIG) and 4-8 (Example of NGB FORM 78 2LT Promotion between 24-36 Months TIG) for an example.

(3) Early Commissioning Program (ECP) 2LTs may be promoted to 1LTs without first attending BOLC, at 24 months of commissioned service, but may not be promoted to Captain (CPT) until successfully completing BOLC and baccalaureate degree requirements. If they are not promoted at 24 months, an extension of up to 12 months will be routed through OPB for TAG approval.

(4) The unit must submit an extension or separation request using the NGB FORM 78. The packet must include the NGB FORM 78, a waiver or extension memorandum outlining the reasons for the request, screenshot of Army Training Requirements and Resources System (ATRRS) reservation and a DA Form 4856, Developmental Counseling Form, counseling the officer on the non-recommendation for promotion and what they must do in order to be promoted or retained. See figures 4-13 thru 4-24 for examples.

(5) Waivers up to 36 months are granted only when an officer is enrolled in BOLC through ATRRS. The start date must be prior to the first day of the 36th month and includes a statement which reflects separation proceedings initiated no later than the end of the 36th month.

(6) Officers not promoted within 36 months must be discharged. By statute, no extensions beyond 36 months are authorized. This process is required regardless of the reason for the officer being found not qualified for promotion. TAG may separate the officer rather than request an extension at any time after 18 months per 10 USC 14503. No extensions beyond 36 months are authorized. Separation proceedings will be initiated no later than completion of 36 months of commissioned service with a separation date no later than 42 months of commissioned service.

e. WO1 Promotions. NGB Form 78, Recommendation for Promotion to CW2, recommendation for discharge, or extension request must be completed when the officer reaches minimum TIG regardless of whether the officer is qualified or recommended for promotion.

(1) If a WO1 is not recommended for promotion at 24 months TIG, an extension for up to one year to complete WBOLC may be requested through NGB's Personnel Policy Division (ARNG-HRH) when through no fault of the warrant officer, he/she is unable to complete technical and tactical certification within the original two years from appointment. A warrant officer who starts their final phase of WBOLC prior to their 24th month does not require an ETP.

(2) Waivers up to 36 months are granted only when an officer is enrolled in WBOLC through ATRRS. The start date must be prior to the first day of the 36th month and includes a statement which reflects separation proceedings initiated no later than the end of the 36th month.

(3) Warrant Officers not promoted within 36 months must be discharged. By statute, no extensions beyond 36 months are authorized. This process is required regardless of the reason for the officer being found not qualified for promotion. TAG may separate the officer rather than request an extension at any time after 18 months. No extensions beyond 36 months are authorized. Separation proceedings will be initiated no later than completion of 36 months of commissioned service with a separation date no later than 42 months of commissioned service.

(4) Administrative Separation due to failure to complete minimum education requirements. Initiation of separation for failure to complete WBOLC will be processed by the officer's commander through G-1 Services for separation approval and publication of separation order and in accordance with AR 135-175. Separation of Officers, 30 March 2020. OPB will coordinate with NGB for the withdrawal of Federal recognition. Discharge request is accomplished with or without the officer's consent. TAG may request a waiver to NGB to reappoint an officer previously separated for failure to complete WBOLC. OPB may further request for Federal recognition only after NGB approves reappointment.

#### **4-4. Unit Vacancy Promotions**

a. UVPs consist of 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 or an Officer immaterial position. Warrant officers can remain in lower grade position up to CW4. For promotion to CW5, a CW4 must be in 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.

d. If required, submit a Branch Transfer packet that requires a proponent approval well in advance of the UVP packet. See Appendix D of this SOP for branches which require proponent approval. If the branch transfer is denied by the proponent, the officer should be transferred to a slot for which they are qualified for their promotion.

e. AMEDD Officers may be able to hold positions one grade above and up to two grades below their current rank depending on their branch and AOC per PPOM 17-004.

f. All UVP packets must be completed (see Figure 4-26) and submitted to OPB prior to the cutoff date for each month's FRB. For the current list of cut-off dates, follow the link to the OPB team's Teams page: [GAARNG G-1 Officer Personnel Branch | General | Microsoft Teams](#)

#### **4-5. DA Promotions Selections Board (DA PSB)**

a. Commissioned Officers will be considered by Department of the Army Promotion Selection Board (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 notification from HRC with specific board information to their .mil email address. Preparation for the PSB is an individual responsibility. Officers should review the Military Personnel (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/content/Selection%20Boards>

e. Officers selected by the PSB who are not assigned to a higher-grade position must submit a promotion delay memo to OPB or transfer to and accept a position in the USAR. 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. Figure 4-27.

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

h. The DA Boards schedule can be found here: [FY25 DA ARNG Component Board Schedule - 20240722.pdf](#)

#### **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 the CRM Module in IPPS-A.

#### **4-7. Additional Items of Consideration**

Officers must be fully qualified for promotion IAW AR 135-155, NGR 600-100, and NGR 600-101 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 LTC must have a control grade authorized prior to submitting a promotion packet.

c. Warrant Officers must be within 120 days of meeting minimum TIG eligibility at the time the FRB convenes in accordance with PPOM #19-042 and PPOM #19-029.

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 PPOMs 17-004 & 23-048 (AMEDD Officer Personnel Management Guidance) for additional information on AMEDD promotions and assignments.

### **Chapter 5**

#### **Officer Personnel Classification Board**

##### **5-1. Applicability**

The Officer Personnel Classification Board (OPCB) reviews assignments of Commissioned Officers to branch substitutable positions in other than their initial or additional Area of Concentration (AOC) / Functional Area (FA) Designation as well as requests for the award of additional AOC/FA. Officers currently serving in the GAARNG seeking branch change, MOS change, award of AOC/FA, and additional skill identifiers (ASI) no longer require federal recognition or approval from NGB but are required to be reviewed by the OPCB. All Warrant Officers seeking a MOS change need the Proponent Pre-Determination (PDP) Memo prior to the OPCB. The PDP memo is obtained through the Warrant Officer Strength Manager (WOSM).

## **5-2. Officer Branch Transfer Request**

a. IAW PPOM 22-035 a branch transfer permanently changes the commissioned officer's branch. Officers are usually not transferred without their consent. Branch transfers generally affect the ranks of lieutenant and captain; majors will be considered on a case-by-case basis.

b. Branch transfers will be initiated by the officer concerned in writing through command channels and will clearly state the reasons for the transfer and will provide all supporting documentation or school graduate certificates.

c. States will conduct an BOLCP in accordance with PPOM 23-035 paragraph 6-5. The OPCB will require that an Officer has completed the appropriate specific military education (MILED) per DA PAM 600-3 prior to approval of a branch transfer, and if applicable, a pre-determination approval.

(1) Prepare packet in accordance with Figure 5-1 (Branch Transfer Checklist), Figure 5-2 (Officer Branch Change DA FORM 4187) and Figure 5-3 (Officer Branch Transfer Military Biographical Summary).

(2) Submit complete packet to OPB via the CRM Module in IPPS-A with the following naming convention: "MISC BRCH XXX RANK LAST NAME, FIRST NAME."

(3) Branch transfers and name changes must be finished in IPPS-A at least 120 days before the convene date of a DA Selection Board.

(4) TAG is the final approval authority for all AOC and MOS redesignations.

(5) State OPB completes all PARs after OPCB approval.

d. Refer to Appendix D (Branch Transfer Predetermination Requests by Proponent) of this SOP for predetermination requirements by branch.

e. Branch transfers for specialty branch personnel (AMEDD, Judge Advocate General (JAG), and Chaplain) are not authorized. To transfer to or from any of these branches requires reappointment (see chapter 2 of this SOP).

f. 2LTs who have been extended federal recognition or temporary federal recognition and who have not yet completed BOLC. These Officers are further exempt from the requirement for an OPCB. These exemptions do not apply to any Officer requesting reappointment from a Basic Branch into one of the Specialty Branches; a reappointment action requires an FRB.

Note: Officers must have a commissioning source to request reappointment.

## **5-3. Award of Area of Concentration (AOC) / Functional Area (FA) Designation / Additional Skill Identifiers (ASI)**

a. Award of initial appointment AOC will be approved at the MSC level. Soldier must have completed BOLC with the same AOC associated with the branch on the NGB FORM 0122E for initial appointment.

b. Award of FA, AOC, ASI, and language indicator code (LIC) after the requisite testing, will be processed at the state level IAW NGR 600-100 and NGR 600-101.

c. Withdrawal of AOC, FA, ASI, and LIC (if the periodic testing is not completed) may be accomplished on the recommendation of the commander, OPB, or the request of the officer concerned. Review should be accomplished annually to determine whether AOC, FA, ASIs, or LIC are valid or should be withdrawn. Officers should only retain those AOC, FA, ASIs, and LIC in which currently qualified. For officers who have not been assigned to an appropriate position or received related training (either military or civilian) within five years, consideration should be given to withdraw the AOC, FA, ASI, or LIC.

#### **5-4. Warrant Officer MOS Change Request**

WOSM will initiate a CRM case for Warrant Officer MOS changes and route them to OPB. OPB will then verify source documentation. All Warrant Officer MOS Change PARs will be done at the State level.

#### **5-5. Actions Required of Unit**

- a. Verify that the officer has met all eligibility requirements for the requested branch in DA PAM 600-3 Officer Talent Management or other applicable policies for each branch.
- b. Prepare packet in accordance with Figure 5-1, Branch Transfer Checklist, Appendix P, Officer Branch Change DA FORM 4187 and Appendix Q, Officer Branch Change Military Biographical Summary.
- c. Submit complete packet to OPB via the CRM Module in IPPS-A with the following naming convention: "MISC BRCH XXX RANK LAST NAME, FIRST NAME."

### **Chapter 6**

#### **Other Officer Actions**

##### **6-1. Officer Name Change**

- a. Officer Name Change no longer requires federal recognition or approval from NGB.
- b. Legal documentation providing the name change must be provided and be in their iPERMS.
- c. Units may approve name change requests with proper documentation via PARs in IPPSA.
- d. If name change request is routed to OPB see Figure 6-1 for the checklist.

##### **6-2. Officer Mandatory Removal Date (MRD) Extension**

- a. Officers in the below categories may request a 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 AMEDD and Chaplain officers
  - (6) Officers serving as the United States Property and Fiscal Officer (USPFO)
  - (7) For a mobilization (Voluntary Selective Continuation)
  - (8) Officers pending a Medical Evaluation Board or Physical Evaluation Board
- b. MRD extension requests will be initiated by the officer concerned in writing through command channels. Refer to PPOM 23-014 Mandatory Removal Date (MRD) Handbook for Army National Guard (ARNG) Officers located here: <https://www.milsuite.mil/book/docs/DOC-1233864>
- c. MRD extension requests must be submitted no later than six months prior to the officer's MRD. Officers are encouraged to submit requests 12 months prior to the MRD.
- d. MRD packets will be prepared in accordance with Figure 6-2.



e. Submit complete packet to OPB via the CRM Module in IPPS-A with the following naming convention: "MISC MRD EXT XXX RANK LAST NAME, FIRST NAME."

f. Officers with approved MRD extension will have a NGB FORM 0126E placed in their iPERMS and OPB will update their MRD in IPPS-A.

### **6-3. Officer Transfers**

a. Commissioned Officers (CPT and below) and Warrant Officers who voluntarily transfer to another MSC or are involuntary transferred due to Command Directive and/or Army requirements. Officers may request to be assigned to a qualified position in any GAARNG unit provided Chain of Commands agree to the request.

(1) Create a Permanent Change of Assignment in IPPS-A. Upload the Letter of Acceptance (LOA) signed by the gaining unit to the assignment Personnel Action Request (PAR).

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

b. Transfers between units within a MSC for Company Grade Officers 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 and Attachment.

c. MAJ and above transfers are only sanctioned by the FGAC. Process will be complete when OPB transfers the Officer in IPPS-A.

## **Chapter 7**

### **IPPSA Process Steps**

#### **7-1. Creating a Customer Relationship Management (CRM) Case**

- a. Click the "Case Management" Tile from the HR Professional screen.
- b. Select "Member 360 View/Create Case"
- c. Enter SM's last name and first name then click "search"
- d. Once the SM's name appears, click on their name.
- e. On the top right, Actions should read Add IPPS-A Help Center Case in the drop-down box.
- f. Click "GO" button.
- g. Refer to Figure 7-1 (Creating a CRM Case in IPPS-A) for steps on how to create a CRM case in IPPS-A.
- h. Refer to Figure 7-2 (IPPS-A CRM Naming Convention) for CRM case naming conventions.
- i. Refer to Appendix E for how to create a PDF Portfolio and naming conventions.

## **Appendix A: References**

### **NGR 600-100**

Commissioned Officers – Federal Recognition and Related Personnel Actions, 22 November 2022

### **NGR 600-101**

Warrant Officers – Federal Recognition and Related Personnel Actions, 10 September 2018

### **NGR 635-100**

Termination of Appointment and Withdrawal of Federal Recognition, 8 September 1978

### **NGR 635-102**

Officers and Warrant Officers Selective Retention, 1 September 2018

### **AR 40-501**

Standards of Medical Fitness, 27 June 2019

### **AR 135-155**

Promotion of Commissioned Officers and Warrant Officers, 13 December 2022

### **AR 623-3**

Evaluation Reporting System, 14 June 2019

### **DA Pam 611-21**

Military Occupational Classification and Structure, 20 December 2022

### **DA Pam 600-3**

Officer Talent Management, 14 April 2023

### **PPOM 17-004**

Army National Guard (ARNG) Specialty Branch Commissioned Officer Over-Grade Policy.pdf

### **PPOM 19-029**

Modification to National Guard Regulation (NGR) 300-101, Chapter 7, Table 7-1, Minimum Time-in-Grade (TIG) for Promotion Eligibility, 4 June 2019

### **PPOM 19-042**

Revision of Minimum Warrant Officer Education System (WOES) Requirements for Promotion Eligibility, 22 November 2019

### **PPOM 21-055**

Chaplain Candidate (56X) Appointments, Promotions, and Separations Supplemental Guidance

### **PPOM 22-035**

Federal Recognition - Elimination of Requirement for Certain Personnel Actions

### **PPOM 22-051**

Officer and Warrant Officer Selective Retention Board (SRB Implementation Guidance, 19 December 2022

**PPOM 23-014**

Mandatory Removal Date (MRD) Handbook for Army National Guard (ARNG) Officers

**PPOM 23-027**

Revision of Time in Grade (TIG) Criteria for Promotion from Lieutenant Colonel (LTC) to Colonel (COL)

**PPOM 23-048**

AMEDD Officer Personnel Management Guidance

**Appendix B:**

**Figure lists are in Table of Contents. Link for live fillable checklist:**

<https://ga.ng.mil/Portals/49/G1/index.html> > <https://ga.ng.mil/Portals/49/G1/sops.html>

Appendix C: GAARNG Form 0227-R

OFFICER PERSONNEL ACTION REQUEST

NAME:					RANK:		SSN:				
EMPLID:		BRANCH:		AOC:		CURRENT STATUS:		AGR		TECH	M-DAY
CURRENT UNIT OF ASSIGNMENT:								UIC:			
UNIT ADDRESS:											
AUTH GRADE OF DPOS:				DUTY MOS:			CURRENTLY DPOSQ (Y/N):		PARA/LINE:		
POS NUMBER:			POS TITLE			PEBD:			MSC:		
	OFFICER		WARRANT OFFICER	OFFICER HAS PREVIOUSLY BEEN ASSIGNED AS A CDR (Y/N):							
AUTHORITY FOR THIS PERSONNEL ACTION:						REQUESTED EFFECTIVE DATE FOR THIS PERSONNEL ACTION REQUEST:					

REQUEST FOR ALTERNATE ANNUAL TRAINING, ADDITIONAL ANNUAL TRAINING, OR LEAVE FROM ANNUAL TRAINING

THIS IS A REQUEST FOR:		ALTERNATE ANNUAL TRAINING		ADDITIONAL ANNUAL TRAINING		LEAVE FROM ANNUAL TRAINING
REASON FOR THIS REQUEST:						
CURRENT UNIT'S AT DATES:		LOCATION:				
REQUESTED ALTERNATE AT UNIT:		DATES:		LOCATION:		

BRANCH TRANSFER OR MOS CHANGE

CHANGE FROM:				CHANGE TO:	
--------------	--	--	--	------------	--

RECOMMENDATION FOR PROMOTION (REQUIRES PERSONAL SIGNATURE OF EACH COMMANDER OR AUTHORIZED REPRESENTATIVE)

PROMOTION TO GRADE:		FGAC DATE:		CURRENT DOR:	
DA PROMOTION (Y/N):		CURRENTLY UNDER DECLINATION (Y/N):			

COMMAND RECOMMENDATIONS FOR APPROVAL OR DISAPPROVAL

CO/BTRY/TRP COMMANDER	APPROVE	DISAPPROVE		DATE:	
BN/SQN COMMANDER	APPROVE	DISAPPROVE		DATE:	
MACOM COMMANDER	APPROVE	DISAPPROVE		DATE:	
CMD CHIEF WARRANT OFFICER	APPROVE	DISAPPROVE		DATE:	
CHIEF OF STAFF/ CG, GAARNG	APPROVE	DISAPPROVE		DATE:	
MILPO REPRESENTATIVE	APPROVE	DISAPPROVE		DATE:	

## Appendix D: Branch Transfer Predetermination Requests by Proponent

Adjutants General – The HRMQC-RC is not a substitute for any branch Captain’s Career Course (CCC). In order to attend the HRMQC-RC, CCC must be complete. No memo required from HRH.

Air Defense Artillery - Memo required from HRH.

AMEDD - Memo required from HRH.

Armor - Memo required from HRH.

Army Acquisition Corps - Memo required from HRH.

Aviation - Memo required from HRH.

Chaplain Corps – Memo required from HRH.

Chemical - Memo required from HRH.

Civil Affairs - Memo required from HRH.

Cyber Warfare – No Memo required from HRH.

Electronic Warfare - Memo required from HRH.

Engineer - No memo required from HRH.

Field Artillery - Memo required from HRH.

Financial Management - Memo required from HRH.

Infantry - Memo required from HRH.

Judge Advocate General’s Corps - Memo required from HRH.

Non-Logistics to Logistics Corps - Memo required from HRH.

Ordnance, Quartermaster, and Transportation AOCs to Logistics Corps - No memo required from HRH.

Military Intelligence - Memo required from HRH.

Military Police - Memo required from HRH.

Psychological Operations - Memo required from HRH.

Space Operations - Memo required from HRH.

Special Forces – No memo required from HRH.

Signal Corps – No memo required from HRH.

## Appendix E: Naming Conventions

<b>IPPS-A CRM</b>	
OPM Provider Group = NGGA G-1 OFFICER PERSONNEL BRANCH	
<b>MMM = MONTH</b> <b>XXX = MSC NAME</b> <b>Name = Soldier's Lname, Fname, Mname</b>	<b>EXAMPLES</b> OCT FRB - UVP 78th TC O345 SMITH, JOHN MARK INIT ROTC R&R SMITH, JANE SUE TIG 648TH 2LT Park, Peter
<b>INITIAL APPOINTMENTS</b>	
Problem Summary Format	Description Format
INIT SPEC XXX MC Name	Initial Appointment, Medical Corps
INIT SPEC XXX DC Name	Initial Appointment, Dental Corps
INIT SPEC XXX MS Name	Initial Appointment, Medical Service
INIT SPEC XXX AN Name	Initial Appointment, Army Nurse
INIT SPEC XXX VC Name	Initial Appointment, Veterinary Corps
INIT SPEC XXX SP Name	Initial Appointment, Medical Specialty Corps
INIT SPEC XXX JA Name	Initial Appointment, Judge Advocate
INIT SPEC XXX CH Name	Initial Appointment, Chaplain
MMM FRB - WOC APEAR XXX Name	WOC Appearance
MMM FRB -INIT OCS XXX Name	Initial Appointment, OCS graduate
INIT WOCS XXX Name	Initial Appointment, WOCS graduate
INIT DIRCOMM XXX Name	Direct Commission
INIT ROTC XXX Name	Initial Appointment, ROTC graduate
MMM FRB -INIT REAPT SPEC TO BASIC XXX Name	Reappointment from Specialty Branch to Basic Branch
MMM FRB -REAPT XXX Name	Initial Appointment after BIS
INIT TRF FR USAR XXX Name	AC to RC/USAR/IRR to ARNG
<b>PROMOTION and MISCELLANEOUS CHANGES</b>	
Problem Summary Format	Description Format
TIG XXX Rank Last Name, First Name	Time in Grade Promotion O1 to O2/W1 to W2
EXT XXX Rank Last Name, First Name	Extension Request for Promotion O1 to O2/W1 to W2
NON REC XXX Rank Last Name, First Name	Non-Recommendation for Promotion O1 to O2/W1 to W2
MMM FRB -UVP XXX O345 Name	Unit Vacancy Promotion to O3, O4 or O5
MMM FRB -UVP XXX O6 Name	Unit Vacancy Promotion to O6
MMM FRB -UVP XXX W345 Name	Unit Vacancy Promotion to W3, W4 or W5
MMM FRB -UVP XXX AGR W/O Name	Unit Vacancy Promotion, T10/32 AGR
DAPA XXX Grade Name	AGR DA Promotion after selection and assignment
DAPM XXX Grade Name	MDAY DA Promotion after selection and assignment
MMM FRB -MISC BRCH/MOSCH XXX Name	Officer Branch Transfer to... / WO MOS Change to...
MISC IST XXX Name	InterState Transfer
MISC MRD EXT XXX Name	NGB HRH-O approved MRD Extension
MISC REVIAMEND XXX Name	Orders Revocation or Amendment

Updated as of October 2023

## Appendix E: Naming Conventions

### NAMING CONVENTION

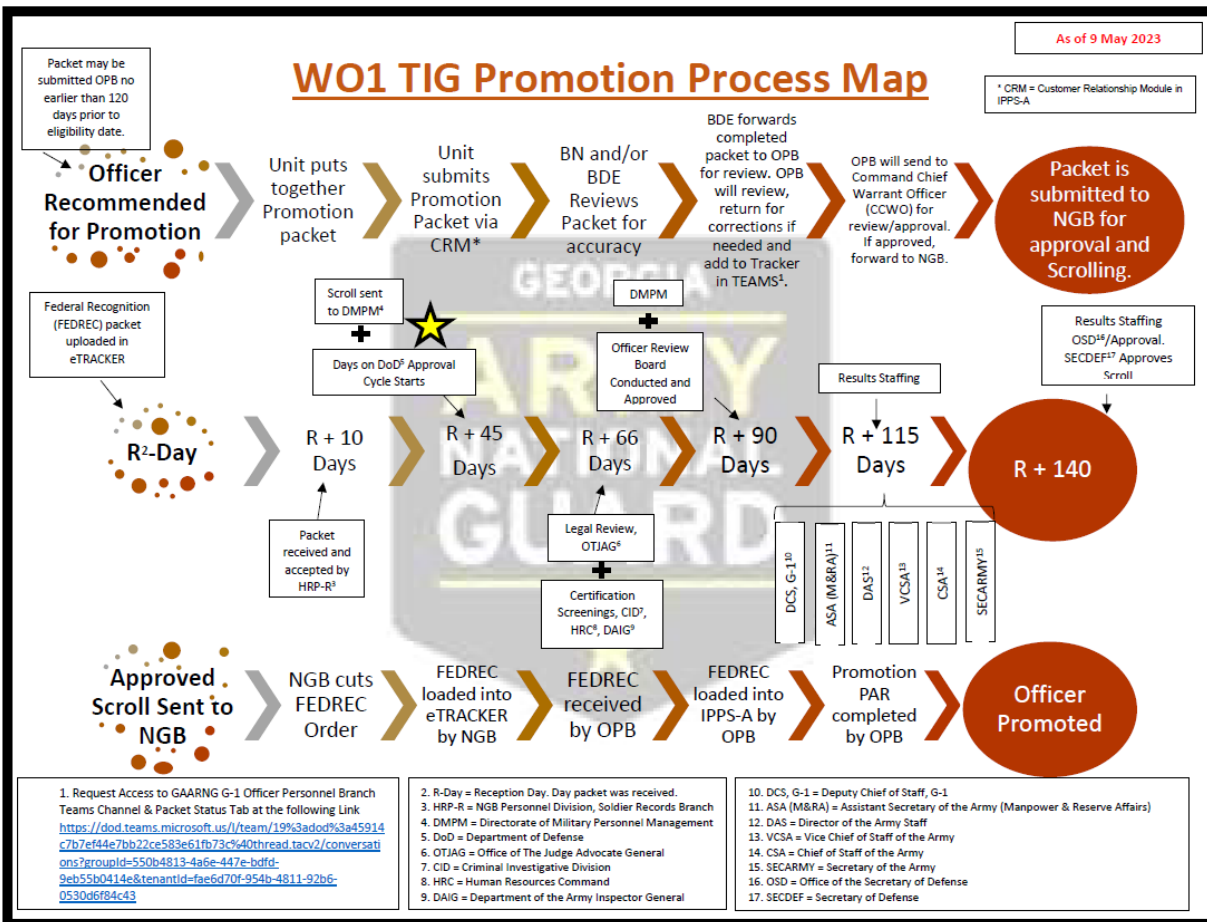
* PDF Portfolio: RANK, LAST NAME, FIRST NAME - PKT TYPE	
FORM	NAME SAVED DOCUMENTS
Birth Certificate	BC
Certified Record Brief	SRB
Checklist	Checklist
Civilian Education	Transcript YYYYMMDD
Commander's Recommendation Memo	Recommendation Memo
DA FORM 1059	1059
DA FORM 4187	DA 4187
DA Form 5252	Citizen Doc
DA FORM 71	DA 71
DA Select memo	DA Select Memo
DD FORM 214	DD 214 YYYYMMDD
DD FORM 2808	CHAP II
Determination of Eligibility Memo	Eligibility Memo
Discharge Order	DISC ORD
Discrepancy Memo	Letter to the President
Enlisted Evaluation Report	NCOER YYYYMMDD
GA ARNG FORM 0147-R-E	GA 0147
GA ARNG FORM 0227-R	GA 0227
Height and Weight Statement	HTWT
IMR	IMR
Letter of Explanation to the President	Letter to the President
Naturalization Memo	Citizen Doc
NGB Endorsement Memo Title 10	Endorsement Memo
NGB Form 0122E	NGB 0122
NGB FORM 62E	62E
NGB FORM 22	NGB 22
NGB FORM 337	337
NGB Form 78	NGB 78
OCS Graduation Certificate	OCS CERT
Officer Evaluation Report	OER YYYYMMDD
PCA /Assignment Order	PCA Order
Professional Licenses	License
Promotion Information Report	PIR
Proponent Predetermination Memo	SAO
RPAM	RPAM
ROTC Delegation Memo	ROTC Delegation Memo
Seperation Orders	DISC ORD
Security Clearance Verification Memo	Security Memo
Social Security Card	SSN CARD
Statement of Understanding	SOU
Transfer Order	PCA Order
Waiver	Waiver
WOCS Graduation Certificate	WOC CERT

PACKET TYPE	
BRANCH CHANGE	BRCH
DA PROM AGR	DAPA
DA PROM MDAY	DAPM
IST	IST
TIG OFF/WO PROMOTIONS	2LT,W1 PROM
MOS CHANGE	MOSCH
MRD	MRD
OCS	OCS
REAPPOINTMENT	RA
ROTC	ROTC
SPECIAL BRANCH	SB
UVP AGR	UVPA
UVP MDAY	UVPM
WOC ACCESSION	WOC2
WOC APPEARANCE	WOC1

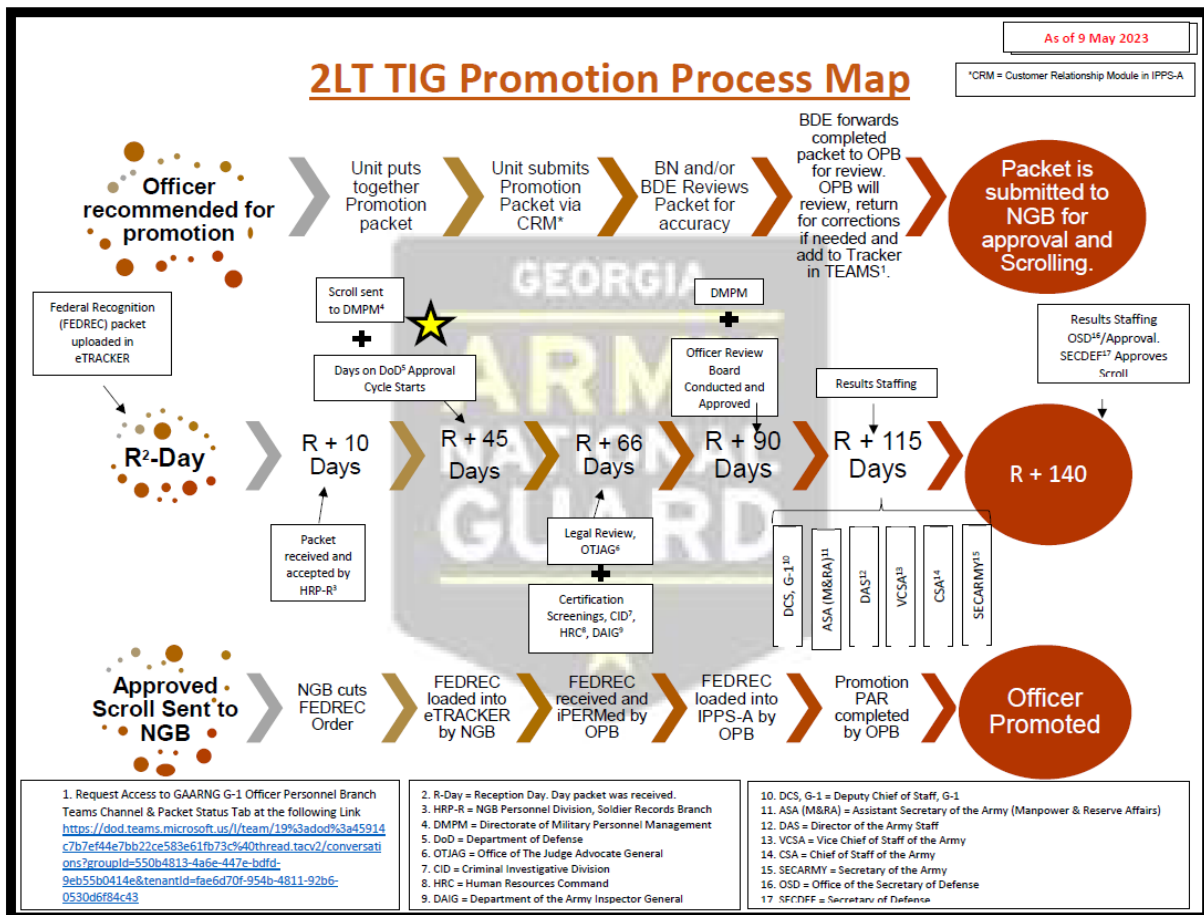
Updated as of October 2023



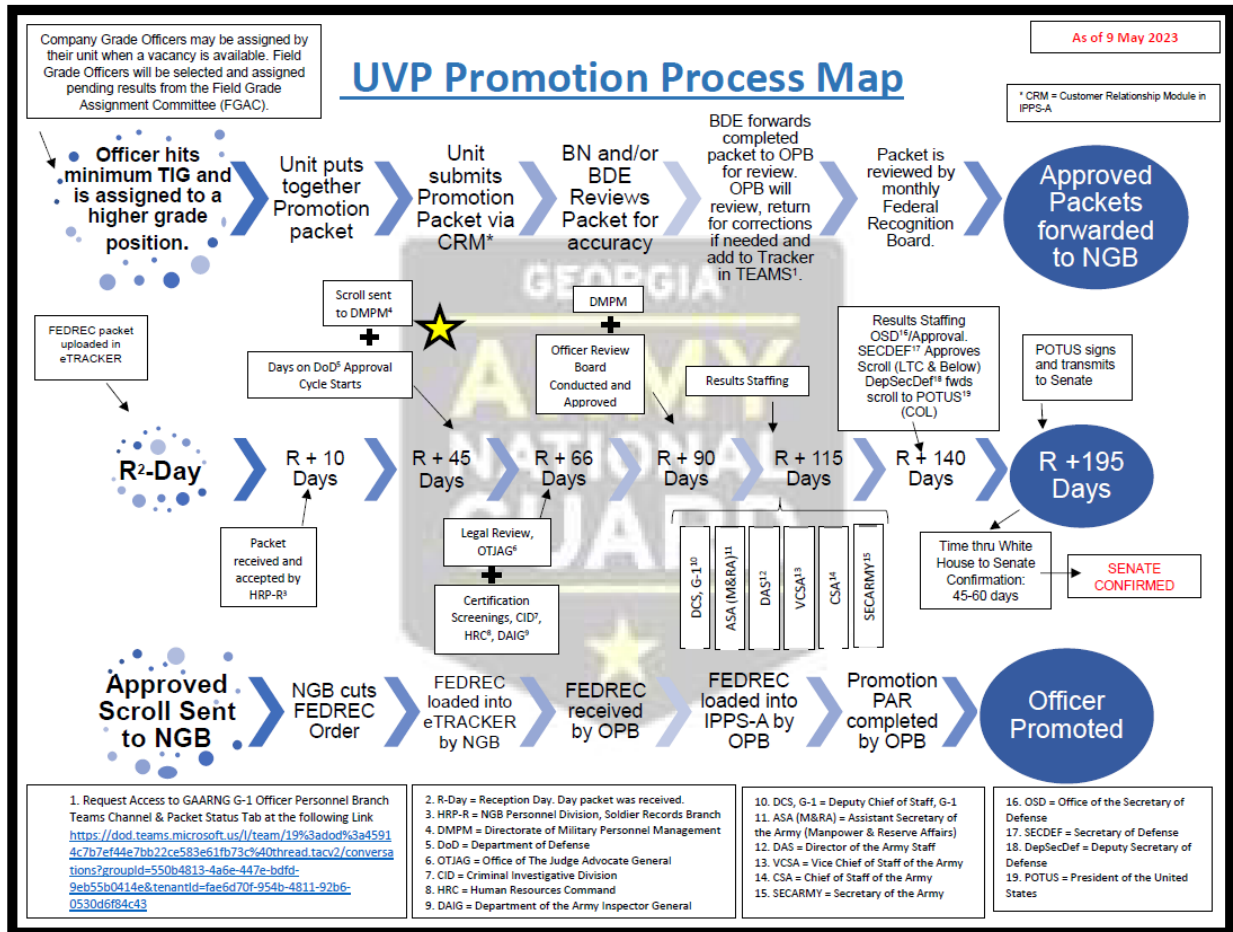
## Appendix F: Promotion Flow Charts



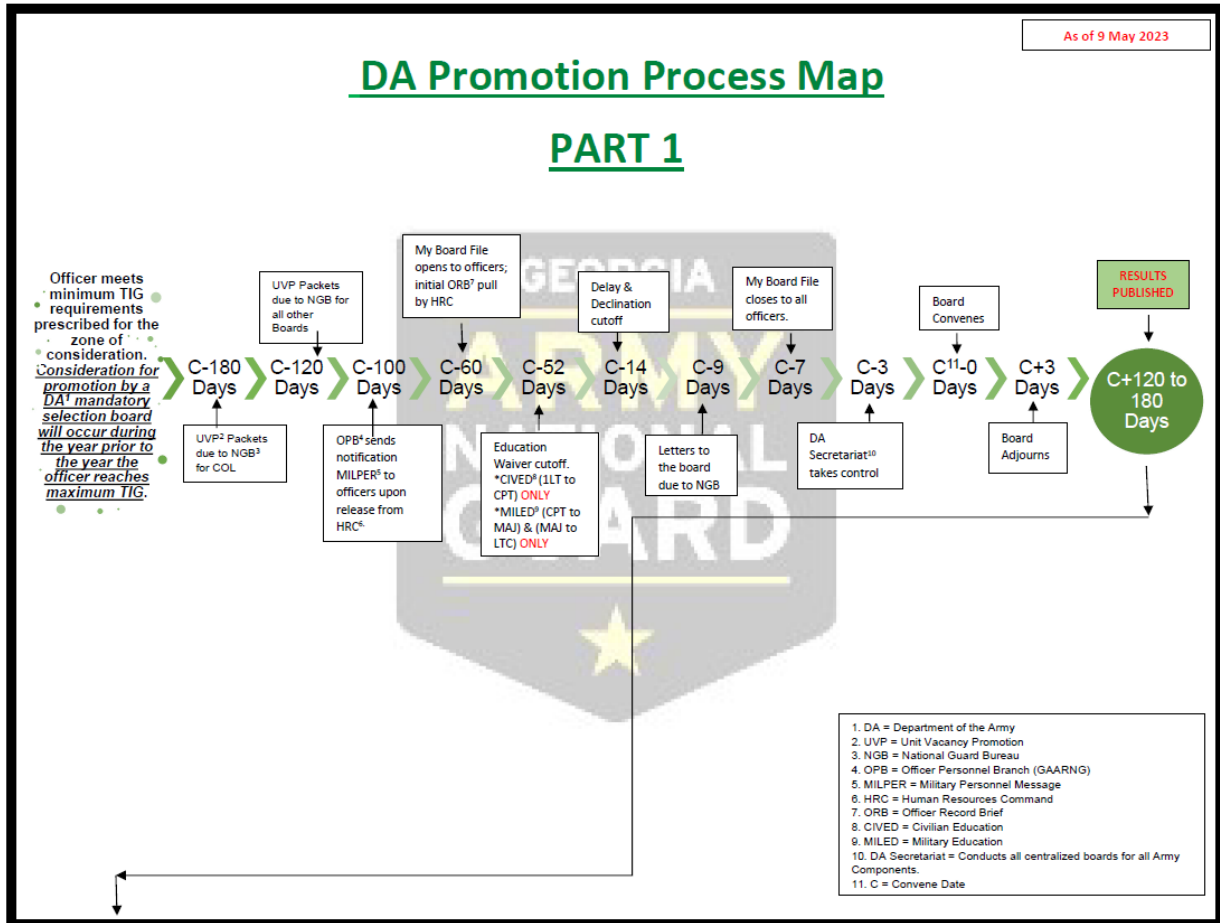
## Appendix F: Promotion Flow Charts Continued



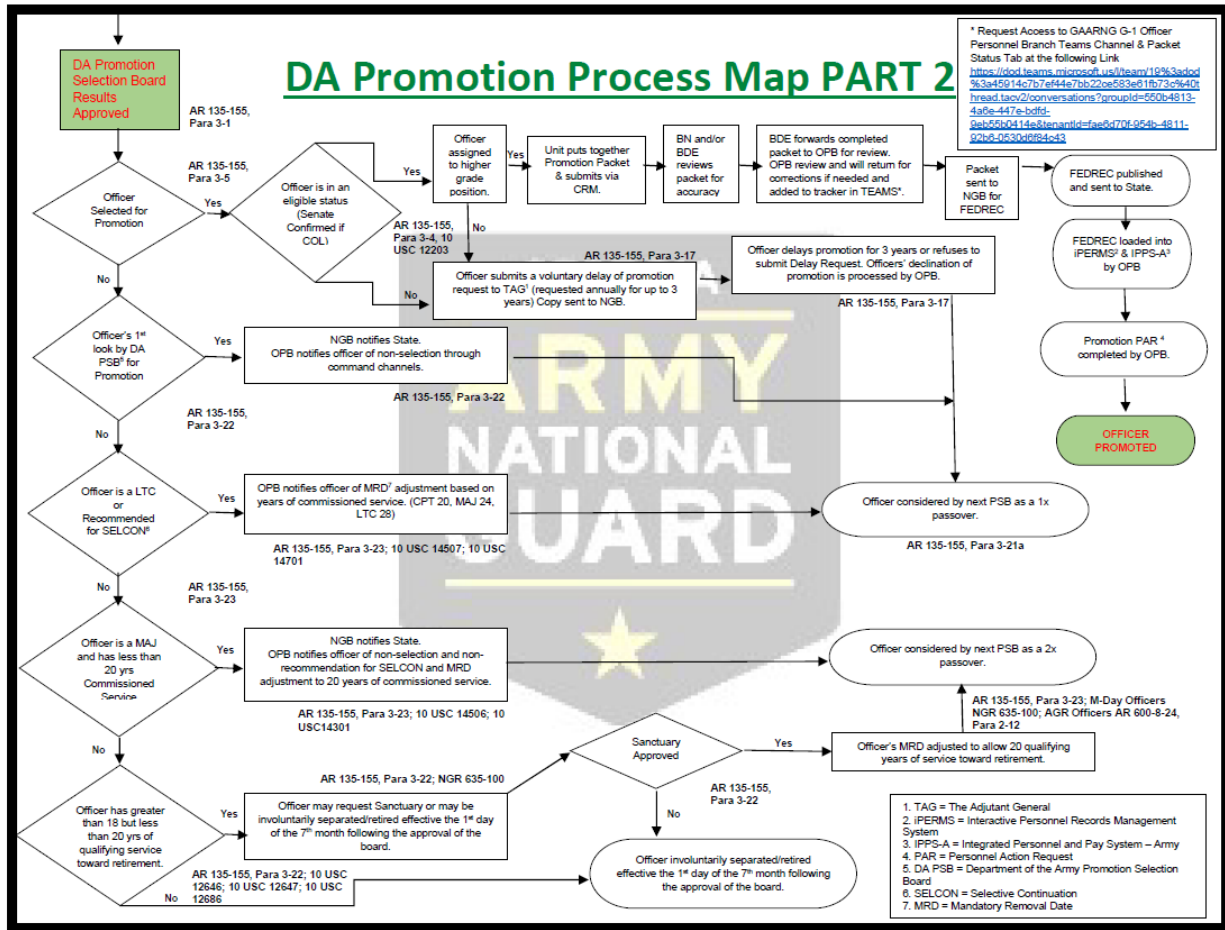
## Appendix F: Promotion Flow Charts Continued



## Appendix F: Promotion Flow Charts Continued



# Appendix F: Promotion Flow Charts Continued



**Appendix G: NGB Form 62E**

<b>APPLICATION FOR FEDERAL RECOGNITION AS AN ARMY NATIONAL GUARD OFFICER OR WARRANT OFFICER AND APPOINTMENT AS A RESERVE COMMISSIONED OFFICER OR WARRANT OFFICER OF THE ARMY IN THE ARMY NATIONAL GUARD OF THE UNITED STATES</b>	
<small>The proponent agency in ARNG-HRP-R. The prescribing directive is NGR (AR) 600-100 and NGR (AR) 600-101. Handwritten form will not be accepted. Each item must be completed. Annotate "None" where applicable.</small>	
<b>PRIVACY ACT STATEMENT</b>	
<small>AUTHORITY: Title 32 USC 307, Title 10 USC 10204, Executive Order 9397. PURPOSE: To apply for Federal Recognition as an Army National Guard Officer or Warrant Officer, and appointment as a Reserve Commissioned Officer or Warrant Officer of the Army in the Army National Guard of the United States. The original will be maintained in the Soldier's Official Military Personnel File or electronically filed in a DoD approved system. A copy will be maintained by the MILPO for state records. For organizational use only. ROUTINE USES: None. DISCLOSURE: Voluntary; However, if individual does not provide the information requested by the Board, Federal Recognition may be denied.</small>	
FROM: (Last, First, Middle) <b>DOE, JOHN MOE</b>	DATE: <b>20130215</b>
THRU: (State Adjutant General) <b>ANYSTATE</b>	
TO: Chief, National Guard Bureau, Attn: ARNG-HRH-A, 111 South George Mason Drive, Arlington, VA 22204-1382	
SECTION I	
I hereby apply for the following: (Under the provisions of paragraph and NGR authority) <b>600-100 (for Officer Grades) 600-101 (for Warrant Grades)</b>	
<input checked="" type="checkbox"/> Federal Recognition as a (Grade and Branch / MOS) <b>O3/XX</b>	
<input checked="" type="checkbox"/> Appointment as a Reserve Officer of the Army in the Army National Guard as a (Grade and Branch / MOS) <b>O3/XX</b>	
<input type="checkbox"/> Certificate of Eligibility for Federal Recognition in the Army National Guard as a (Grade and Branch / MOS)	
SECTION II	
In connection with the application, I submit the following information, which I certify to be correct to the best of my knowledge.	
1. Permanent Home Address: (Street, City, County, State, Zip) <b>123 MAIN STREET, ANYTOWN, ANYCOUNTY, XX, 00000</b>	
1(a). Phone <b>(000) 000-0000</b>	1(b). Email Address: <b>JOE.M.DOE.MIL@MAIL.MIL</b>
2. Date of Birth: <b>19750101</b>	Place of Birth: (City, County, State) <b>ANYTOWN, ANYCOUNTY, XX</b>
3. Race/Ethnic Group: <input type="checkbox"/> American Indian/Alaskan <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> African American <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic <input type="checkbox"/> Other/Unknown	
4. Are you a citizen of the United States by birth or naturalization? <b>BIRTH</b> (If by naturalization, append evidence, or certification by an officer.)	
5. List number and relationship of dependent's: <b>1</b>	
6. List nearest relative, relationship, and address: <b>JANE DOE, WIFE</b>	
7. Marital Status: (Single, Married, Widowed, Divorced) <b>MARRIED</b>	
8. List present occupation, years experience, employer name and address: (If self-employed, list business address) <b>N/A for NGB</b>	
9. List additional experience and years of same: <b>N/A for NGB</b>	
10. List any memberships in professional societies: <b>N/A for NGB</b>	
11. List any decorations, citations, and commendations: (Attach copies) <b>N/A for NGB</b>	

## Appendix G: NGB Form 62E Continued

<p>12. Are you at present a member of any component of the Armed Forces? <i>(If yes, list grade, branch, component, organization, and aeronautical rating held, if any)</i> YES (i.e. CPT, ACTIVE DUTY ARMY, 101ST ABN DIV) NO AERONAUTICAL RATING</p>
<p>13. Have you ever been rejected for military service or appointment as a Commissioned or Warrant officer? <i>(If yes, state when &amp; where rejected and cause.)</i> (if applicable)</p>
<p>14. Have you ever been separated from the military by reason of reclassification, board action, or have resigned in lieu of reclassification, board action or court martial proceedings? <i>(If yes, give date, place, and details.)</i> (if applicable)</p>
<p>15. Have you ever been court martialed? <i>(If yes, give date, place, charge, and final disposition.)</i> (if applicable)</p>
<p>16. Have you ever been arrested or convicted by a civil court for other than minor traffic violations? <i>(If yes, give date, place, charge, and sentence.)</i> (must include fine amounts)</p>
<p>17. Are you at present receiving a disability allowance, disability retired pay, or pension as a result of military service? <i>(If yes, give details.)</i> (includes severance pay from involuntary separations)</p>
<p style="text-align: center;">SECTION III</p>
<p>1. High School: <i>(List name of school, city &amp; state, year graduated. If GED completed, attach copy of certificate.)</i></p>
<p>2. College: <i>(List name of college, city &amp; state, dates attended, and degree program or course attended) (Graduated? Yes or No)</i> list out each college</p>
<p>3. Service Schools: <i>(List name of school, city &amp; state, dates attended, and course attended) (Graduated? Yes or No)</i> list out relevant service schools and year of graduation (i.e. OCS - Ft _____ Grad 2014)</p>
<p>4. Army Extension Courses: If completed, attach copy of certificate. <i>(List name of school, phase or series number, and course completion date.)</i> N/A for NGB</p>

NGB 62E, 20130814 (IMT) Page 2 of 5

**Appendix G: NGB Form 62E Continued**

SECTION IV							
Chronological statement of Active Federal Service, to include Army, Navy, Air Force, Marine Corps, Coast Guard, National Guard in Federal Service, and Reserve Officer on Active Duty.							
(yyyymmdd) From To		Station	Grade	Organization	Duty	(name and grade) Immediate Commanding Officer	
20040502	20051102	Ft _____, Anytown	O1	XYZ	RA	CPT JOHN DOE	
20051103	20090101	Ft _____, Anytown	O2	XYZ	RA	LTC JANE DOE	
20100611	20130201	Ft _____, Anytown	O3	XYZ	RA	COL JOHN DOE	
Chronological statement of Military Service other than above, to include Army, Navy, Air Force, Marine Corps Reserve, and National Guard not in Federal Service, Cadet at U.S. Military Air Force or Coast Guard Academy, Midshipsman at U.S. Naval Academy, Student in ROTC, and Service in Military Forces of Foreign Countries.							
(yyyymmdd) From To		State or Fed	Station	Grade	Organization	Duty	(name and grade) Immediate Commanding Officer
19990901	20040501	XX	Univ of Anytown	CDT	XYZ	ROTC	MAJ JANE DOE
20090102	20100610	XX	Anytown, USA	O3	XYZ	NG	MAJ JOHN DOE
REMARKS							
COMMISSIONING SOURCE: ROTC							



**Appendix G: NGB Form 62E Continued**

<b>APPLICANT SIGNATURE</b>
Full Signature: _____ <span style="float: right;"><i>(Sign All Copies)</i></span>
<b>ENDORSEMENT</b>
Endorsement prepared by organization Commander: _____ Approval recommended. The statements of the applicant have been verified as far as practicable and are considered to be correct. His/Her appointment is desired to fill the position of: UIC: _____; Para Line: _____; Position Title: _____; Position Authorized Grade: _____ Signature: _____ <span style="float: right;"><i>(Sign All Copies)</i></span>
<b>ENDORSEMENT</b>
Endorsement prepared by organization Commander: _____ Approval recommended. Signature: _____ <span style="float: right;"><i>(Sign All Copies)</i></span>
<b>ENDORSEMENT</b>
From: The Adjutant General, State of _____ To: The President of the Examining Board. Appointed by paragraph: _____ Orders Number: _____ Dated: _____ Headquarters: _____ Address: _____ 1. It is requested that the applicant be examined under the provisions of Title 32 Section 307 USC, and regulations prescribed thereunder, for the the grade and branch stated in this application. 2. The statement of the applicant has been verified as far as practicable and are considered to be correct. Enclosures: _____ Signature of State Adjutant General: _____ <span style="float: right;"><i>(Sign All Copies)</i></span>
<b>ENDORSEMENT</b>
The Adjutant General of _____ Address: _____ The examination of the applicant has been completed with the result stated in the proceedings of the board (NGB Form 89) herewith enclosed. Enclosures: _____ Signature of President of the Board: _____ <span style="float: right;"><i>(Sign All Copies)</i></span>

# Appendix G: NGB Form 62E Continued

FINAL ENDORSEMENT	
<p>From: The Adjutant General, State of _____</p> <p>To: Chief, National Guard Bureau, Attn: NGB-ARP-C, 111 South George Mason Drive, Arlington, VA 22204-1382</p> <p>1. It is requested that Federal Recognition be extended to:</p> <p><u>JOHN MOE DOE, 000-00-0000, CPT/O3, XX, 02 FEB 2013 (day immediately following release from RA)</u>  <i>(Firstname, middle, lastname, social security number, and appointed grade, branch, &amp; date)</i></p> <p><u>XYZ (Unit) (UIC), Position Name, Para _____, Line _____</u>  <i>(Give specific position and designation of organization assigned to)</i></p> <p>per <u>ORDER # 00-000 did 15 FEB 2013</u>  <i>(Give designation of issuing office, number, paragraph of order, and order date)</i></p> <p>vice <u>VACANT</u> _____ who on _____  <i>(Give name only of previous occupant) (Give date position was vacated)</i></p> <p>was _____  <i>(State: a. Resignation, b. Transfer, c. Promoted, d. Demoted)</i></p> <p>by _____  <i>(State: a. Own application, b. Changes in table of organization, c. Conversion of Unit)</i></p> <p>per _____  <i>(Give designation of issuing office, number, paragraph of order, and order date)</i></p> <p>Attach copy of order as enclosure.</p> <p>2. Attach a copy of the order of appointment and completed oath of office (NGB 337) as enclosure.</p> <p>3. It is further recommended that the request for appointment as a Reserve Officer of the Army National Guard of the United States contained in the basic communication be approved.</p> <p>Enclosures: <i>(Enumerate)</i></p> <p>_____            _____            _____            _____</p> <p>Signature of State Adjutant General: _____ <i>(Sign All Copies)</i></p>	
INSTRUCTIONS	
<p>In submitting this form, carefully comply with applicable National Guard regulations. This form will be submitted by the applicant through military channels to the State Adjutant General in sufficient copies to ensure that two completed applications and supporting documentation are received by the National Guard Bureau.</p> <p>This form will be executed by all candidates for examination under the provisions of Title 32 Section 307 USC. When so executed, it serves for the certified statement of the candidate of their personal and military history as prescribed by National Guard Regulations.</p> <p>The State Adjutant General will, if the application meets with their approval, issue instructions for the candidate to report to the president of the examining board which has been previously appointed by the Army Commander under the provisions of Title 32 Section 307 USC.</p> <p>The State Adjutant General will forward the application by endorsement thereon, with all pertinent documentation, to the president of the examining board. Candidates may be ordered before the examining board before appointment, but if examined prior to appointment, the candidate should be appointed as soon as practicable after the successful examination has been completed.</p> <p>The president of the examining board will, upon completion of the examination, forward the application by endorsement thereon, to the State Adjutant General, transmitting therewith the proceedings of the board (NGB Form 89) with all pertinent documentation.</p> <p>The State Adjutant General will forward the application by endorsement thereon, to the Chief, National Guard Bureau, transmitting therewith the proceedings of the examining board (NGB Form 89) with all pertinent documentation, and any additional attachments as necessary.</p>	

**Appendix H: CV Resume**

<b>APPLICANT'S NAME</b>							
HOME ADDRESS				(XXX)XX-XXX			
CITY, VA 22204				EMAIL.ADDRESS.MIL@ARMY.MIL			
<b>EDUCATION</b>							
NAME OF SCHOOL				DAY/MONTH/YEAR - Present			
<b>DEGREE AWARDED</b>							
<ul style="list-style-type: none"> <li>Degree honors or award if received.</li> </ul>							
NAME OF SCHOOL				DAY/MONTH/YEAR - DAY/MONTH/YEAR			
<b>DEGREE AWARDED</b>							
<ul style="list-style-type: none"> <li>Degree honors or award if received.</li> </ul>							
<b>***Add transcripts from all schools attended</b>							
<b>PROFESSIONAL EXPERIENCE</b>							
CURRENT EMPLOYER				DAY/MONTH/YEAR – Present			
<b>POSITION OR TITLE</b>				HRS/WK			
<ul style="list-style-type: none"> <li>3 key bullet points with job description.</li> </ul>							
SECOND EMPLOYER				DAY/MONTH/YEAR – DAY/MONTH/YEAR			
<b>POSITION OR TITLE</b>				HRS/WK			
<ul style="list-style-type: none"> <li>3 bullet points with job description.</li> </ul>							
THIRD EMPLOYER				DAY/MONTH/YEAR – DAY/MONTH/YEAR			
<b>POSITION OR TITLE</b>				HRS/WK			
<ul style="list-style-type: none"> <li>3 bullet points with job description.</li> </ul>							
<b>***Add all other employments listed in DCA</b>							
<b>MILITARY SERVICE if prior service</b>							
<u>Branch</u>	<u>Status</u>	<u>Grade</u>	<u>MOS</u>	<u>Position</u>	<u>Unit</u>	<u>From</u>	<u>To</u>
ARNG	M-Day	E-7	74D	CBRN NCOIC	23rd CST-WMD	15-JAN-08	PRESENT
ARNG	AD	E-5	74D	CBRN (DD214)	3rd CST-WMD	06-FEB-06	14-JAN-08
ARNG	M-Day	E-4	14M	CBRN	BTRY B(-)1/213	21-JUL-97	05-FEB-06
ARNG	AD	E-3	95B	AIT (DD214)	661ST MP CO	16-SEP-95	20-JUL-97
ARNG	M-Day	E-3	95B	Military Police	CO C 795TH MP	15-MAY-95	15-SEP-95
<b>LICENSES and CERTIFICATIONS</b>							
Licenses Type							
Number	Issue date (DAY/MONTH/YEAR – Expiration Date (DAY/MONTH/YEAR)					Status	

Appendix I: SAO Memorandum



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD  
OFFICE OF THE ADJUTANT GENERAL

NG

DATE

MEMORANDUM FOR Chief, National Guard Bureau, ATTN: G1 Accessions Branch  
(ARNG-HRR), 111 South George Mason Drive, Arlington, VA 2220-1382

SUBJECT: State Aviation Office (SAO) Determination of Eligibility for SPC, [REDACTED]  
[REDACTED], ARNG

1. Reference NGR 600-101, (Warrant Officers Federal Recognition and Related Personnel Actions), dated 4 September 2014.
2. SPC [REDACTED] meets predetermination requirements as a Warrant Officer Candidate (WOC) in military occupational specialty 153A, Rotary Wing Aviator. He has been selected by the ARNG Flight Selection Board on 3 June 2018 and placed on an internal Order of Merit List (OML) to attend Initial Entry Rotary Wing (IERW) training.
3. SPC [REDACTED] must complete Warrant Officer Candidate School (WOCS) within two years from appointment as a WOC.
- 4 SPC [REDACTED] must complete WOBC within two years from successful completion of WOCS.
5. The point of contact is the Aviation Operations Officer, JFHQ-AVS

COL, AV, ARNG  
State Aviation Officer

## **Appendix J: DTMS ITR Instructions**

**Step 1:** Log in to DTMS site at <https://dtms.army.mil/>

**Step 2:** Search Soldier Member

**Step 3:** Click ITR button in top right-hand corner of screen

**Step 4:** In Section 1, select ACFT and HT/WT boxes

**Step 5:** In Section 2, Export ITR and save as PDF

**Appendix K: Statement of Understanding(SOU)**



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
GEORGIA ARMY NATIONAL GUARD  
RECRUITING & RETENTION COMMAND  
1000 HALSEY AVENUE, BUILDING 447  
MARIETTA, GEORGIA 30060-5099

NGGA-RRB-D

**Today's Date**

MEMORANDUM FOR RECORD

SUBJECT: Statement of Understanding for the Completion of **INPUT REASON**

1. I, **Soldiers Name**, understand that I must complete an "Obligated Duty" within "allotted" months from **Today's Date**.
2. Only one six-month extension will be granted by The Adjutant General, State of Georgia. I further understand that failure on my part to complete an officer basic course by **2yrs from today** will result in separation from the Georgia Army National Guard.
3. The point of contact for this memorandum is the undersigned at **XXX-XXX-XXXX** or **EMAIL ADDY**

**ADD NAME AND SIGNATURE BLOCK**

CF  
Individual Personnel File

Printed on  Recycled Paper

## Appendix L: NGB Form 22

<b>NATIONAL GUARD REPORT OF SEPARATION AND RECORD OF SERVICE</b> The proponent agency is ARNG-HRH. The prescribing directive is NGR 600-200.					
<b>PRIVACY ACT STATEMENT</b>					
1. <b>AUTHORITY:</b> Title 10 USC 12101 and 12103, Title 32 USC 301 and 304, and Executive Order 9397. 2. <b>PURPOSE:</b> Official discharge document, which records the National Guard member's (ARNG & ANG) service in the National Guard. The original and one copy will be provided to the Soldier. A copy will be maintained by the MILPO for state records. For organizational use only. 3. <b>ROUTINE USES:</b> None. 4. <b>DISCLOSURE:</b> Voluntary; However, failure to provide Service Number may result in a delayed or erroneous processing of NGB Form 22A.					
Report of separation and record of service in the _____ National Guard of _____ and as a Reserve of the _____					
1. LAST NAME - FIRST NAME - MIDDLE NAME		2. DEPARTMENT, COMPONENT AND BRANCH		3. SOCIAL SECURITY NUMBER	
4. DATE OF ENLISTMENT/APPOINTMENT	5a. RANK	5b. PAY GRADE	6. DATE OF RANK	7. DATE OF BIRTH	
8a. STATION OR INSTALLATION AT WHICH AFFECTED				8b. EFFECTIVE DATE	
9. COMMAND TO WHICH TRANSFERRED		10. RECORD OF SERVICE		YEARS	MONTHS
		(a) Net service this period			
		(b) Prior reserve component service			
		(c) Prior active federal service			
		(d) Total service for pay			
11. TERMINAL DATE OF RESERVE/MILITARY SERVICE OBLIGATION		(e) Total service for retired pay			
12. MILITARY EDUCATION (Course title, number of weeks, month and year completed)		13. PRIMARY SPECIALTY NUMBER, TITLE AND DATE AWARDED (Additional specialty numbers and titles)			
14. HIGHEST EDUCATION LEVEL SUCCESSFULLY COMPLETED		15. DECORATIONS, MEDALS, BADGES, COMMENDATIONS, CITATIONS AND CAMPAIGN RIBBONS AWARDED THIS PERIOD. (State awards may be included)			
Secondary/High School _____ YRS (Gr 1-12)					
College _____ YRS					
16. SERVICEMAN'S GROUP LIFE INSURANCE COVERAGE					
<input type="checkbox"/> YES <input type="checkbox"/> NO    AMT _____					
17. PERSONNEL SECURITY INVESTIGATION					
a. Type _____		b. Investigation _____			
18. REMARKS					
19. MAILING ADDRESS AFTER SEPARATION (Street, City, County, State and Zip Code)				20. SIGNATURE OF PERSON BEING SEPARATED	
21. NAME, GRADE AND TITLE OF AUTHORIZING OFFICER		22a. SIGNATURE OF AUTHORIZED TO SIGN		22b. DATE	
23. AUTHORITY AND REASON					
24. CHARACTER OF SERVICE		25. TYPE OF CERTIFICATE USED		26. REENLISTMENT ELIGIBILITY	
<input type="checkbox"/> REQUEST <input type="checkbox"/> DECLINE COPIES OF MY NGB FORM 22 <input type="checkbox"/> SOLDIER NOT AVAILABLE FOR SIGNATURE                        INITIALS _____					

NGB FORM 22, MAR 2018

ADOBE EXPERIENCE MANAGER - FORMS V8.2



## Appendix M: Chaplain Constructive Credit Worksheet

<b>CHAPLAIN CORPS CONSTRUCTIVE CREDIT WORKSHEET</b>		
For use of this form, see AR 135-100, AR 601-100, AR 600-8-29, DODI 1304.28, DODI 1312.03; the proponent agency is DACH		
<b>1. PERSONAL DATA</b>		
1a. NAME: (Last, first, middle initial)	1b. SOCIAL SECURITY NUMBER:	1c. DATE: (yyyymmdd)
<b>2. TYPE OF APPOINTMENT</b>		
2a. APPOINTMENT FOR WHICH APPLICANT IS SUBMITTED: (1) COMMISSIONED OFFICER - REGULAR ARMY (2) COMMISSIONED OFFICER - UNITED STATES ARMY RESERVE (2) COMMISSIONED OFFICER - ARMY NATIONAL GUARD	2b. GOVERNING REGULATION OR CIRCULAR: <input type="text"/>	
	2c. MOS FOR WHICH APPLICANT IS APPLYING: <input type="text"/>	
<b>3. PRIOR COMMISSIONED SERVICE CREDIT</b>		
3a. SERVED AS A COMMISSIONED OFFICER IN THE ARMED FORCES OF THE UNITED STATES: <input type="text"/>		
<i>If 3a. is NO, then proceed to section 4</i>		
3b. HIGHEST COMMISSIONED GRADE/RANK HELD:	<input type="text"/>	
3c. CURRENTLY SERVING:	<input type="text"/>	
3d. DATE OF RANK: (yyyymmdd)	<input type="text"/>	
3e. DATE OF DISCHARGE (if applicable): (yyyymmdd)	<input type="text"/>	
3f. APPLICANT CURRENTLY SERVING AS RESERVE COMPONENT 56A <i>If 3f is YES, then 4b is 0 and 4c is NO</i>	<input type="text"/>	
3g. TOTAL ACTIVE COMMISSIONED SERVICE CREDIT: Time in Grade in years/months/days	<input type="text"/>	
<b>4. CONSTRUCTIVE SERVICE CREDIT</b>		
4a. COMPLETED QUALIFYING GRADUATE LEVEL DEGREE: <input type="text"/>	<input type="text"/>	
<small>Minimum 72 semester hours</small>	<small>DATE OF CONFERMENT (yyyymmdd)</small>	
4b. PROFESSIONAL EDUCATION CREDIT: <i>If 4a. YES, then 3y0m0d educational credit</i>	<input type="text"/>	
4c. APPLICANT HAS <b>7 YEARS FULL TIME</b> PROFESSIONAL WORK EXPERIENCE AS A RELIGIOUS LEADER IN THEIR FAITH GROUP LISTED ON THE DD2088 AND CHRONOLOGICAL WORKSHEET <b>AFTER</b> THE COMPLETION OF THEIR CULMINATING GRADUATE LEVEL DEGREE.	<input type="text"/>	
4d. APPLICANT IS CURRENTLY SERVING AS A RESERVE COMPONENT 56 SERIES IN THE GRADE OF O2/1LT <b>AND</b> HAS 6 MONTHS TIME IN GRADE <b>AFTER</b> THE COMPLETION OF THEIR CULMINATING GRADUATE LEVEL DEGREE.	<input type="text"/>	
4e. PROFESSIONAL WORK EXPERIENCE CREDIT: <i>If 4c. or 4d. YES, then 1y0m0d Professional Work Experience Credit</i>	<input type="text"/>	
4f. TOTAL CONSTRUCTIVE SERVICE CREDIT AWARDED: <i>Professional Education Credit plus Professional Work Experience Credit</i>	<input type="text"/>	
<i>Constructive Service Credit can only be awarded once in a Chaplains Career</i>		
<b>5. APPOINTMENT ENTRY GRADE</b>		
5a. APPOINTMENT ENTRY GRADE/RANK: <small>Grade/Rank and Appointment Entry TIG based on Constructive Service Credit first then Active Commissioned Service Credit</small>	<input type="text"/>	
5b. APPOINTMENT ENTRY TIME IN GRADE: * If Line 4f is 3y0m0d, then O-2/1LT with 1y0m0d Entry Time In Grade * If Line 4f is 4y0m0d, then O-3/CPT with 0y0m0d Entry Time In Grade * If Line 3b is O-2/1LT and Line 4f is 1y0m0d, then O-3/CPT with 0y0m0d Entry Time In Grade * If Line 3b is O-2/1LT and Line 4f is 0y0m0d, then O-2/1LT TIG HELD * If Line 3b is O-3/CPT and Line 3g is < then 3y0m0d, then O-3/CPT TIG HELD * If Line 3b is O-3/CPT and Line 3g is > then 3y0m0d, then O-3/CPT with 3y0m0d Entry Time In Grade * Regular Army 66A maximum 3y0m0d TIG * Chaplain Candidates will be minimum O-1/2LT with 0y0m0d Entry Time In Grade	<input type="text"/>	
<b>7. AUTHENTICATION</b>		
7a. SIGNATURE OF PREPARER <input type="text"/>		
7b. TYPED NAME, GRADE/RANK AND TITLE <input type="text"/>		

DACH CCW, OCT 2020



## Appendix N: Officer Request Interstate Transfer Memorandum

	<b>INTERSTATE TRANSFER (OUTGOINT REQUEST)</b> Sample Request For Interstate Transfer Memorandum LETTERHEAD	
OFFICE SYMBOL		DATE
MEMORANDUM THRU		
Battalion Cdr, Unit Address		
MSC/Sep Unit (COL/O-6 level) Commander, Organization Address		
FOR The Adjutant General, Georgia Army National Guard, (NGGA-PEO), 1000 Halsey Ave, Marietta, GA 30060		
SUBJECT: Request for Interstate Transfer.		
1. I, <i>{Rank Name, SSM}</i> , request to transfer from the Georgia Army National Guard and Reserve of the Army to the <i>{State}</i> Army National Guard effective <i>{date}</i> . <i>{Reason for the request}</i> .		
2. My forwarding address and telephone number for future correspondence is:		
<i>Rank &amp; Name</i>		
<i>Address</i>		
<i>City, State Zip Code</i>		
<i>Telephone number</i>		
SIGNATURE BLOCK		
GAARNG G-1/HR Actions Branch, 1 October 2024		

**Appendix O: Outgoing IST Unit Clearance Memo**



**INTERSTATE TRANSFER  
(OUTGOING REQUEST)  
LETTERHEAD**



OFFICE SYMBOL

DATE

MEMORANDUM FOR RECORD

SUBJECT: Verification of Unit Clearance: 1LT John Smith (Include last four of SSN)

1. The above Officer has requested to be transferred to National Guard Unit within another State. The Soldier has cleared all property and equipment hand receipts through turn-in of property or payment in full for missing property.
2. This unit has no medical or dental records pertaining to Officer's Rank and Name. All medical and dental records are now entered digitally into the Army record keeping system.
3. I have verified that the Officer's medical records are in Health Readiness Record (HRR) at <https://medchart.ngb.army.mil/hrr/>.
4. 1LT John Smith's last evaluation was completed on (enter date). He initiated a support form in the Electronic Evaluation System (EES). The rater for this evaluation is (enter rank, name, position) and the senior rater is (rank, name, position). The rater received notification that this evaluation must be completed within 30 days of the effective date of transfer.
5. For more information contact the undersigned at (Commander name and email) or (Unit POC name, email, and phone).

////////////////signed////////////////  
SIGNATURE BLOCK  
Commander

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

# Appendix P: Officer Branch Transfer DA Form 4187 Example

Attachments Menu

<b>PERSONNEL ACTION</b>		
For use of this form, see DA PAM 600-8; the proponent is the DCS, G-1.		
<b>PRIVACY ACT STATEMENT</b>		
<b>AUTHORITY:</b> 10 U.S.C. 7013, Secretary of the Army; DA PAM 600-8, Military Human Resources Management Administrative Procedures. <b>PRINCIPAL PURPOSE:</b> To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8. <b>NOTE:</b> For additional information see the System of Records Notice A0600-8-104 AHRC. <a href="https://dpold.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf">https://dpold.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf</a> <b>ROUTINE USE(S):</b> There are no specific routine uses anticipated for this form; however it may be subject to a number of proper and necessary routine uses identified in the system of records notice(s) specified in the purpose statement above. <b>DISCLOSURE:</b> Voluntary, however, failure to impart pertinent information may result in a delay or error in processing the request for personnel action.		
SECTION I - PERSONAL IDENTIFICATION		
<b>1. THRU (Include ZIP Code)</b> ARNG-HRH-O 111 S. George Mason Drive Arlington, VA 22204	<b>2. TO (Include ZIP Code)</b> Proponent Proponent Address	<b>3. FROM (Include ZIP Code)</b> Officer Name Officer Current/Projected Unit Address
<b>4. NAME (Last, First, MI)</b>	<b>5. GRADE OR RANK / PMOS / AOC</b>	<b>6. DOD ID NUMBER</b>
<b>SECTION II - DUTY STATUS CHANGE (AR 600-8-6)</b>		
<b>7. The above Soldier's duty status is changed from</b> _____ <b>to</b> _____ _____ effective _____ hours, _____		
SECTION III - REQUEST FOR PERSONNEL ACTION		
<b>8. I request the following action: (Check as appropriate)</b>		
<input type="checkbox"/> Service School ( <i>Enl only</i> )	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training ( <i>Enl only</i> )	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment ( <i>Enl only</i> )	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other ( <i>Specify</i> ): Predetermination for Branch Transfer
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
<b>9. SIGNATURE OF SOLDIER (When required)</b>		<b>10. DATE (YYYYMMDD)</b>
<b>SECTION IV - REMARKS (Applies to Sections II, III, and V)</b>		
I request a review of my record to determine eligibility to branch transfer from [current branch] to [requested branch] to continue my career as [requested branch] officer.  Include statement certifying officer/applicant is pending/has actioned any type of adverse actions.  For LG branch transfers include the following statement: "I have completed the required [OD, QM, TC] qualification course and wish to affiliate with [OD, QM, TC] branch in order to branch transfer to LG Branch."  Note: For LG branch transfers refer to the LG Checklist on HRH-O MilSuite page. Soldiers who are not already affiliated with a LG basic branch (OD, QM, TC) and have not completed LG CCC, must have completed a non-LG CCC, Support Operations Course, and affiliate in 1 of the LG basic branches. The SOC course qualifies for QM affiliation. OD and TC have on-line courses that need to be complete, and a course completion certificate is required.  (Requester must sign block 9)  (Commanders O5 or above or State G1 must certify/recommend by signing part V).		
SECTION V - CERTIFICATION / APPROVAL / DISAPPROVAL		
<b>11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -</b> <input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
<b>12. COMMANDER / AUTHORIZED REPRESENTATIVE</b> Company CDR, Rank, Br	<b>13. SIGNATURE</b>	<b>14. DATE (YYYYMMDD)</b>

## Appendix P: Officer Branch Transfer DA Form 4187 Example

Attachments Menu

ADDENDUM - RECOMMENDATIONS FOR APPROVAL / DISAPPROVAL		
15. NAME (Last, First, MI)		16. DOD ID NUMBER
AUTHORITY	a. TO <BDE CDR INFO> <UNIT ADDRESS>	b. FROM <BN CDR Info> <UNIT ADDRESS>
	c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED      RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
d. NAME (Last, First, MI)		f. DATE (YYYYMMDD)
e. RANK		
g. TITLE / POSITION		h. SIGNATURE
i. COMMENTS		
AUTHORITY	a. TO G1 Deputy Chief of Staff, Personnel 1000 Halsey Avenue, Building 447 Marietta, GA 30060	b. FROM <BDE CDR INFO> <UNIT ADDRESS>
	c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED      RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
d. NAME (Last, First, MI)		f. DATE (YYYYMMDD)
e. RANK		
g. TITLE / POSITION		h. SIGNATURE
i. COMMENTS		
AUTHORITY	a. TO ARNG-HRH-O 111 S. George Mason Drive Arlington, VA 22204	b. FROM G1 Deputy Chief of Staff, Personnel 1000 Halsey Avenue, Building 447 Marietta, GA 30060
	c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED      RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
d. NAME (Last, First, MI) Powell, Christopher S.		f. DATE (YYYYMMDD)
e. RANK COL		
g. TITLE / POSITION G1/Deputy Chief of Staff, Personnel		h. SIGNATURE
i. COMMENTS		
AUTHORITY	a. TO Proponent Proponent Address	b. FROM ARNG-HRH-O 111 S. George Mason Drive Arlington, VA 22204
	c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED      RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
d. NAME (Last, First, MI)		f. DATE (YYYYMMDD)
e. RANK		
g. TITLE / POSITION		h. SIGNATURE
i. COMMENTS		

## Appendix Q: Officer Branch Transfer Biographical Summary Example

<b>BIOGRAPHICAL SUMMARY</b>		
<b><u>Name:</u></b> SHAQ, JOHN Q.		
<b><u>Rank:</u></b> Colonel		
<b><u>Branch:</u></b> IN		
<b><u>Date of Rank:</u></b> 29 September 2002		
<b><u>Date of Birth:</u></b> 20 September 19XX		
<b><u>Source and Date of Commission:</u></b> ROTC, xx May XXXX		
<b><u>Present Assignment:</u></b> Commander, 1-168th Field Artillery, Nebraska Army National Guard, Scottsbluff, Nebraska 00000		
<b><u>Civilian Occupation:</u></b> Human Resources Director, Winchell Corporation, Scottsbluff, Nebraska		
<b><u>Military Schools Attended</u></b>		
Infantry Officer Basic and Advance Course	Only list courses that are 40 hours or more.	
Command and General Staff College		
Army War College		
National Defense University, Reserve Components National Security Course		
<b><u>Civilian Education</u></b>		
North Carolina State University - BS Degree – Textile Engineering		
University of North Carolina - MBA Degree – Business Administration		
Massachusetts Institute of Technology - PhD Degree - Psychology		
Army War College - MS Degree - Strategic Studies		
<b><u>AWARDS AND DECORATIONS</u></b>		
Legion of Merit		
Meritorious Service Medal with 3 Bronze Oak Leaf Clusters		
Army Commendation Medal with 1 Bronze Oak Leaf Cluster		
Army Achievement Medal		
Army Reserve Components Achievement Medal with 1 Silver Oak Leaf Cluster		
National Defense Service Medal with Bronze Service Star		
Humanitarian Service Medal		
Armed Forces Reserve Medal with Silver Hourglass Device and M Device		
Army Reserve Components Overseas Training Ribbon with Numeral 2		
Army Service Ribbon		
(List your State awards) **Reminder - if on Title 10, State Awards are not listed**		
Ranger Tab		
Parachutist Badge		
<b><u>MAJOR DUTY ASSIGNMENTS</u></b>		
<b><u>ACTIVE DUTY</u></b>		
Platoon Leader, Company C, 1st Battalion, 502nd Infantry, 101st Airborne Division (Air Assault), Fort Campbell, Kentucky	Feb 82	Aug 84
Assistant S-3 (Operations), 327th Infantry Battalion, 101st Airborne Division (Air Assault), Fort Campbell, Kentucky	Aug 84	Aug 85
<b><u>USAR - Not on Active Duty</u></b>		
Aide-de-Camp to the Commanding General, 157th Army Reserve Command, Philadelphia, Pennsylvania	Aug 85	Jan 87

## Appendix Q: Officer Branch Transfer Biographical Summary Example

<b>ARNG - Not on Active Duty</b>			
Commander, Headquarters Troop, 1st Squadron, 148th Cavalry, 67th Infantry Division, Montgomery, Alabama	Jan 87	Aug 88	
Assistant S-3 (Operations), 1st Squadron, 148th Cavalry, 67th Infantry Division, Montgomery, Alabama	Aug 88	Oct 88	
S-3, 1st Squadron, 148th Cavalry, 67th Infantry Division, Montgomery, Alabama	Oct 88	Jun 90	
<b>ARNG - AGR</b>			
Training Officer, Headquarters Detachment, Military Department of Alabama	Jun 90	Jun 93	
<b>USAR - Not on Active Duty</b>			
Adjutant, 33rd Artillery Brigade, Anniston, Alabama	Jun 93	Jun 94	
Commander, 1st Squadron, 148th Cavalry, 67th Infantry Division, Montgomery, Alabama	Jun 94	Jul 97	
Control Group (Ready Reserve)	Jul 97	Aug 97	
<b>ARNG - Active Duty for Training</b>			
Student, Army War College, Carlisle Barracks, Pennsylvania	Aug 97	Jul 98	
<b>ARNG - Not on Active Duty</b>			
Commander, 1st Brigade, 67th Infantry Division, Mobile, Alabama	Jul 98	Dec 00	
<b><u>DEPLOYMENT INFORMATION</u></b>			
<b><u>DUTY</u></b>	<b><u>STATION</u></b>	<b><u>FROM</u></b>	<b><u>TO</u></b>
Battalion Commander, 67th Infantry	Saudi Arabi	Jun 90	Jun 91
Deputy Commander, 92nd Brigade Combat Team	Iraq	Jun 04	Feb 05
<b><u>PROMOTIONS</u></b>			
<b><u>Rank</u></b>	<b><u>Component</u></b>	<b><u>Date</u></b>	If no Deployment Information - type N/A under Duty.
2LT	AUS	1 Feb 81	
2LT	RA	8 Feb 81	
1LT	AUS	8 Jun 83	
1LT	RA	28 Jun 84	
CPT	USAR	3 Mar 86	
MAJ	ARNG	25 Aug 90	
LTC	ARNG	5 Jul 95	
COL	ARNG	4 Oct 97	
BG	ARNG	10 Dec 02	

## Appendix Q: Officer Branch Transfer Biographical Summary Example

### ADDENDUM TO BIOGRAPHICAL SUMMARY

**JOHN Q. SHAQ, Colonel (ARNGUS)**

CURRENT MILITARY OCCUPATION Commander, 1-168th Field Artillery, Nebraska Army National Guard

NATURE, SCOPE AND EXTENT OF RESPONSIBILITIES

Serves as the Commander, 1-168th Field Artillery. Responsible for training, equipping and preparing units and personnel in accordance with Department of the Army. Provide trained units and qualified personnel available for active duty in time of war or national emergency and at such other times as national security may require.

CURRENT CIVILIAN OCCUPATION Executive Vice President, RJT Corporation, Gaithersburg, Maryland

NATURE, SCOPE AND EXTENT OF RESPONSIBILITIES

Has overall responsibility for design, construction and marketing of a line of luxury travel trailers sold throughout the United States, Canada and Mexico. Supervises a staff of three vice presidents. Responsible for 1,200 employees at thirteen worldwide locations. Annual operating budget for 2002 is in excess of \$9 million. Position requires intercontinental travel to customer locations.

\_\_\_\_\_  
Nominated Officer's Signature

\_\_\_\_\_  
Date

## **Glossary**

### **ACFT**

Army Combat Fitness Test

### **ADSO**

Active-Duty Service Obligation

### **AGR**

Active Guard/Reserve

### **AMEDD**

Army Medical Department

### **AOC**

Area of Concentration

### **ARNG/ARNGUS**

Army National Guard / Army National Guard of the United States

### **ASI**

Additional Skill Identifier

### **ATRRS**

Army Training Requirements and Resources System

### **BOLC**

Basic Officer Leader Course

### **CIVED**

Civilian Education

### **CMB**

Career Management Board

### **CRM**

Customer Relationship Management

### **COS**

Chief of Staff

### **DA PSB**

Department of the Army Promotion Selection Board

### **FA**

Functional Area

### **FEDREC**

Federal Recognition

### **FGAC**



Field Grade Assignments Committee

**FRB**

Federal Recognition Board

**GAARNG**

Georgia Army National Guard

**HRAB**

Human Resource Actions Branch

**HRC**

Human Resources Command

**HRO**

Human Resource Office

**HTWT**

Height and Weight

**ILE-AOC**

Intermediate Level Education-Advanced Operations Course

**iPERMS**

Interactive Personnel Electronic Records Management System

**IRR**

Inactive Ready Reserve

**ISR**

In-Service Recruits

**IST**

Interstate Transfer

**KD**

Key Development

**LIC**

Language Indicator Code

**LOA**

Letter of Acceptance

**MILED**

Military Education

**MILPER**

Military Personnel

**MOI**

Memorandum of Instruction

**MRD**

Mandatory Removal Date

**MSC**

Major Subordinate Command

**NGB**

National Guard Bureau

**OCONUS**

Outside Continental United States

**OPCB**

Officer Personnel Classification Board

**PED**

Promotion Eligibility Date

**SSC**

Senior Service College

**SRB**

Selective Retention Board

**STRAP**

Specialized Training Assistance Program

**TAG**

The Adjutant General

**TIG**

Time in Grade

**USAR**

United States Army Reserve

**WOC**

Warrant Officer Candidate

**WOSM**

Warrant Officer Strength Manager