



GEORGIA ARMY NATIONAL

QRB/SRB Non-Retain XFR to IRR Checklist

Reference: NGR 600-200/NGR 600-100/NGR 600-101

Name: _____ **Rank:** _____ **MSC/ Unit:** _____

Circle Duty Status: M-DAY TECH AGR

Current Mailing Address: _____

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

DA Form 4187 dated December 2022 (with all required signatures) Attachment 12

ETS/MRD: _____. Date of transfer cannot be after the EST/MRD

G-1 Retirements Transition Seminar Completion Memo

Include a copy of the QRB/SRB election form

Memorandum from the Soldier requesting transfer to the IRR

Completed Award (copy of award order or DA 638 verified in iPERMS) will be **included in the Packet**. LM are considered completed once submitted to NGB as verified by State Awards Representative (If the unit is not submitting a retirement award, submit memorandum, signed by the Commander, providing an explanation as to why the Soldier will not be receiving an award)

Cleared OCIE Clothing Record with the CIF Stamp

DD Form 362 (Statement of Charges/Cash Collection Voucher) **Required if the Soldier have not cleared CIF**

Copy of the completed FLIPL signed by the Battalion Commander Signature

Verified Address, Civilian Email, and Phone number are correct in IPPS-A; updated if required

Verification of RPAM: The Soldier will sign and date the upper right-hand corner of RPAM

Verified Unit scheduled Soldier for Periodic Health Assessment (PHA) and HIV test (within 12 months)

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

Annotated last pay date _____ **Soldiers who receive payment after their requested effective date for retirement will incur a debt**

Ensure the following information is inputted in the CRM case:

Provider Group: NGGA G-1 RETIREMENT SECTION

Description: QRB/SRB Non-Retain XFR to IRR, MSC name

Example: QRB/SRB Non-Retain XFR to IRR, AVN TC

*Packets must be reviewed and validated at all levels prior to routing the request to G-1