



GEORGIA ARMY NATIONAL GUARD

FIGURE 2-7

Officer Transfer to the USAR IRR Checklist

Reference: AR 135-175(Separation of Officers); NGR 600-100(Commissioned Officers);NGR 600-101(Warrant Officers)

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

- Memorandum from the officer requesting transfer to the IRR.
- Completed DA Form 4187 (signed by the Officer, Company Commander, Battalion Commander and MSC Commander. Required information on the sample DA Form 4187 must be included on the submission packet.
- Unit has notified the Soldier to contact the Education Office for information on impact on education benefits and incentives
- Verification of RPAM: The Officer will sign and date the upper right-hand corner of the RPAM
- Verified Unit scheduled Soldier for Periodic Health Assessment (PHA) and HIV test (within 12 months) ***PHA roster from Medical Readiness NCO***
- Unit has notified the Soldier to contact the Education Office for information on impact on education benefits and incentives
- Copy of the cleared OCIE Clothing Record with the CIF Stamp
- Copy of the DD Form 362 (Statement of Charges/Cash Collection Voucher) **Required if the Soldier has not cleared CIF**
- A copy of the signed FLIPL with the Battalion CDR signature

Ensure the following information is inputted in the CRM description field:
Provider Group: NGGA G-1 TRANSITIONS
CRM Case Description: Officer Transfer to USAR IRR Request, MSC name
Example: Officer USAR IRR Separation Request, AVN TC