Transfer to Inactive National Guard Checklist

Name: _____ **DODID:** _____ **Rank/Grade:** _____

MOS: _____ **Email Address:** _____

Duty Status (select one): ◯ **M-DAY** ◯ **TECH** ◯ **AGR**

Unit: _____ **UIC:** _____ **IPPS-A Position Number:** _____

PARA/LINE: _____ **Duty Position:** _____

Unit POC: _____ **Phone #:** _____

REQUIRED ITEMS	WORKCENTER	COMMENTS / NOTES	SIGN
DA 4187	Unit S-1	Completed DA 4187	
ING counseling checklist	Unit S-1	NGR 614-1 (Inactive Army National Guard), MAR 10, Fig 2-3	
SM Contacted the Education Office	Unit S-1	Unit has notified the Soldier to contact the Education Office for information on impact on education benefits and incentives	
IPPS-A packet content	BN S-1	BN S-1 or separate unit S-1 NCOIC verified IPPS-A packet content	
IPPS-A packet content	MSC S-1	MSC verified IPPS-A packet content is complete	

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

EPM Provider Group name: **NGGA G-1 HR ACTIONS BRANCH EPM**

Unit will use the following naming convention in the CRM Ticket description: **TING Rank LastName, FirstName MSC**
Example: TING SGT Doe, John 648th MEB

Unit will attached applicable packet and route through command channels.

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