



INTERSTATE TRANSFER OUTGOING



Figure 3-4
1 October 2025

Section A: Administrative Data					
NAME:	DOD:	GRADE:	DOR:	BRANCH	MOS (WO only):
UIC:	POSN TITLE:	PARA/LIN:	POSITION #:	POSCO:	POSCO (WO only):
DUTY STATUS:		PACKET COMPLETED BY: PACKET			
MDAY	AGR	TECH			
SUBMITTED TO OPM BY:			DATE		
Section B: These items will be reviewed in the system of record and verified by the Unit, Battalion, and Brigade for accuracy and eligibility.					
REVIEWED ITEMS		COMMENTS/NOTES			INITIALS
NONE					
Section C: These documents will be provided to G1 OPM after review at the Unit, Battalion and Brigade S1.					
REQUIRED ITEMS	DOC:	COMMENTS/NOTES			INITIALS
Officer's Request Letter	LETTER	The date must match the IPPS-A transfer order from gaining state.			
Command Endorsement (DA Form 4187)	DA4187				
Letter of Acceptance from Gaining State	LOR_GS	Valid for 90 days. Must contain IPPS-A position number.			
Individual Training Record	ITR	AFT DATE: Pass/Fail:			
		HT/WT DATE: Pass/Fail:			
		AFT must be within 12 months for MDAY and 6 months for AGR. HT/WT must be within 6 months			
Highest Military Education	MILED	LEVEL:	IPERMS:		
Highest Civilian Education	CIVED	LEVEL:	IPERMS:		
Individual Medical Record	IMR	PHA Date: MRC:			
		PHA Date must be within 1 year. MRC must be 1/2/3.			
Security Clearance Memo	Security	Statement of Understanding if clearance has not been awarded. CE date must be within 5 years.			
Last FEDREC Order	0122E	BR:	MOS:		
Flight Physical (AVN ONLY)	Flight	Date:	FFD:		
All required documents will be labeled as Last Name_DOC and added to a PDF Portfolio for submission to OPM.					

RESET