



## BRANCH TRANSFER

Figure 5-1  
1 October 2025



### Section A: Administrative Data

|                             |             |                      |             |        |          |
|-----------------------------|-------------|----------------------|-------------|--------|----------|
| NAME:                       | DOD:        | GRADE:               | DOR:        | AOC:   | BRANCH:  |
| UIC:                        | POSN TITLE: | PARA/LIN:            | POSITION #: | POSCO: | POSN GR: |
| DUTY STATUS:                |             | PACKET COMPLETED BY: |             |        |          |
| MDAY                        | AGR         | TECH                 |             |        |          |
| PACKET SUBMITTED TO OPM BY: |             |                      |             | DATE   |          |

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 |
|-------------------------------|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|----------|
| DA Form 4187                  | DA4187                                                                                      | Complete with Soldier and Commander signature<br>Example in OPB SOP.                             |          |
| Soldier Talent Profile        | STP                                                                                         | Must be current within last 30 days                                                              |          |
| Individual Medical Record     | IMR                                                                                         | PHA Date: MRC:                                                                                   |          |
| 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* |                                                                                                  |          |
| Officer Evaluation Report     | EVALS:                                                                                      | OER 1 Dates: to                                                                                  |          |
|                               |                                                                                             | OER 2 Dates: to                                                                                  |          |
|                               |                                                                                             | OER 3 Dates: to                                                                                  |          |
|                               | *Memo required if there is a gap between dates. Must be signed by the Commander.*           |                                                                                                  |          |
| Highest Civilian Education    | CIVED                                                                                       | LEVEL: IPERMS:                                                                                   |          |
| Security Clearance Memo       | Security                                                                                    | Statement of Understanding if clearance has not<br>been awarded. CE date must be within 5 years. |          |
| Military Education            | MILED                                                                                       | DA 1059s, AERs and Course Completion<br>Certificates                                             |          |
| Military Biographical Summary | Bio                                                                                         | See example in OPB SOP.                                                                          |          |

All required documents will be labeled as Last Name\_DOC and added to a PDF Portfolio for submission to OPM.

RESET

## PDP REQUIRED

AIR DEFENSE  
ARMOR  
ARMY ACQUISITIONS  
AVIATION  
CHEMICAL  
CIVIL AFFAIRS  
CYBER WARFARE  
ELECTRONIC WARFARE  
FIELD ARTILLERY  
FINANCIAL MANAGEMENT  
INFANTRY  
NON-LOGISTICS → LOGISTICS  
MILITARY INTELLIGENCE  
MILITARY POLICE  
PSYCHOLOGICAL OPERATIONS  
SPACE OPERATIONS

## PDP NOT REQUIRED

ENGINEER  
OD, QM, TC → LOGISTICS  
SPECIAL FORCES  
SIGNAL

ADJUTANTS GENERAL - The HRMQC-RC is not a substitute for any BR CCC. To attend the HRMQC-RC, CCC must be complete.  
No memo required from HRH.

Per PPOM 22-035, Branch Transfers **DO NOT** require a FEDREC action, but ALL Branch Transfers **DO** require HRH approval.

**This guidance is still applicable to Branch Transfers conducted at the State level.**

IAW NGR 600-100 APPENDIX M

Per SMOM 22-026 - Marine to Guard Transfers FA, IN, MP, and PA do not require PDP