ENLISTED OUTGOING IST CHECKLIST

NAME:_____ GRADE:_____

HOME PHONE:_____ CELL PHONE:_____

EMAIL ADDRESS:_____

UNIT:_____UIC:_____

UNIT POC PHONE:_____ EFFECTIVE DATE:_____

REQUIRED ITEMS:	WORKCENTER	COMMENTS/NOTES	INITIALS
Soldier's Request	INDIVIDUAL	See SOP for sample memo	
NGB 22-5-R IST Worksheet	UNIT	Completed in RMS under Tab 2	
DA Form 4187	UNIT	Must be signed by Unit Commander or delegate	
DA Form 4856	UNIT	Must be initialed and signed by Soldier	
PQR or PIR	UNIT	Personnel Qualification Record / Promotion Individual Record	
DA Form 705	UNIT	Most recent DA 705 showing current, passing score	
DA Form 5500/5501	UNIT	As applicable	
DD Form 214	UNIT	Include all DD 214s for AGRs to AGR ISTs	
MEDPROS/IMR printout	UNIT	Unit will verify current PHA and review printout for any overdue medical issues.	
Unit Clearance Memo	UNIT	See SOP for sample memo	
Last three NCOERs	UNIT	NCOs only	
Soldier Record Brief	UNIT	NCOs only	
COVID Vaccine Record	UNIT	Soldier must have a COVID vaccine Record	

Load ALL documents in RMS/IST module
DO NOT initiate case in RMS/IST module until you have all documents