



Enlisted Outgoing IST Worksheet & Frequently Asked Questions

- Please **DO NOT** tell Soldiers they have to find their own unit in a new state before you start their IST packet. Their IST packet should be completed first and then the gaining state's IST coordinator will find a unit for them.
- You **DO NOT** need Battalion or Brigade approval on the DA Form 4187 for an IST packet. Soldier must have Unit Commander approval.
- Soldiers **MUST** have at least FOUR (4) months remaining on current contract.
- Soldiers **MUST** clear unit supply.
- Soldiers **MUST** have COVID vaccine record.
- Upload completed enlisted IST packet in RMS or send via email to the GA Enlisted IST coordinator at ng.ga.gaarng.list.g1-ist@army.mil.
- ***For all outbound Officer ISTs please contact the G1 OPM at:
NG GA GAARNG List NGGA G1 OPB <ng.ga.gaarng.list.ngga-g1-opb@army.mil***

IST Packet Documents (where to find examples)

- ___1. Soldier's Request to IST (see SOP Figure 2-4 for example)
- ___2. NGB Form 22-5-R IST Worksheet (see forms on our website for digital form)
- ___3. DA Form 4187 (see SOP Figure 2-2 for example, Signature Authority is Unit Commander)
- ___4. DA Form 4856 IST Counseling (see SOP Figure 2-3 for example)
- ___5. PQR (Personnel Qualification Record-RCAS) or PIR (Promotion Information Report-IPPS-A)
- ___6. DA Form 705 within 12 months (Preferably passing; gaining state may waive requirement)
- ___7. DA Form 5500/5501 (if applicable)
- ___8. DD Form 214 for AGR to AGR ISTs
- ___9. MEDPROS/IMR printout within 12 months
- ___10. Unit Supply Clearance Memo or CIF Record (see SOP Figure 2-5 for example)
- ___11. Last 3 NCOERs (Complete pending NCOERs before transfer)
- ___12. Soldier Record Brief (NCOs only)
- ___13. COVID Vaccination Record

Load all applicable documents into RMS. If you have any questions, please contact the Georgia G1-IST office at ng.ga.gaarng.list.g1-ist@army.mil.