



FIGURE 6-5

Return from Inactive National Guard Checklist

Reference: NGR 614-1 (Inactive Army National Guard), 18 March 2010.

Soldier's Name: _____ MSC/Unit/UIC/PRN: _____

Submit the following documents through chain of command to the State processing authority via SIBx Hub

Completed DA 4187 (Signed by the Soldier, Company Commander, Battalion Commander and Brigade Commander). Remarks Section will have Soldier requesting return with effective date of return and Input counseling statement.

Verified Unit scheduled Soldier for Periodic Health Assessment (PHA) and HIV test (within 12 months) ***PHA roster from Medical Readiness NCO***

Unit has notified the Soldier to contact the Education Office for information on impact on education benefits and incentives

Unit will create an **Administrative Record Corrections PAR** via IPPS-A to request a RING and route through command channels to EPM.

Unit will use the following naming convention in the PAR description: **RING Request, MSC name. Example RING Request, 648th MEB.**

Unit will attached applicable packet and route through command channels.

MSC S1s will ensure the packet is complete and route the PAR to the GA EPM workflow for further processing (Refer to G1 SOP 2-2 Enlisted Promotion System 1 October 2020, Chapter 7 for workflow process).

BN S-1 NCOIC verified IPPS-A packet content

Print (Last, First, MI) /Signature/Date

MSC verified IPPS-A packet content

Print (Last, First, MI) /Signature/Date

