

## OFFICER OUTGOING IST CHECKLIST

NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

UNIT: \_\_\_\_\_ UIC: \_\_\_\_\_ IPPSA POSN #: \_\_\_\_\_

PARA/LINE: \_\_\_\_\_ UNIT POC/PHONE: \_\_\_\_\_

MSC POC/PHONE: \_\_\_\_\_ EFFECTIVE DATE: \_\_\_\_\_

<u>REQUIRED ITEMS:</u>	<u>WORKCENTER</u>	<u>COMMENTS/NOTES</u>	<u>INITIALS</u>
Officer's Request	INDIVIDUAL		
GANG Form 0227-R	MSC/BN S1	Interstate Transfer (Signed by MSC CDR or first O-6 in chain)	
*DA Form 4187	MSC/BN S1	The DA 4187 MUST have the correct information annotated	
* Verification of RPAM	MSC/BN S1	The Officer will sign and date the upper right hand corner of the updated/correct form. (File in OMPF)	
Medical/Dental Records	BN S1	MSC/BN S1 will submit memo verifying that the Officer's medical records are in HRR. See attached format.	
MEDPROS print out	BN S1	BN S1 will verify current PHA and review print out for any overdue medical issues	
* Officer Record Brief (ORB)	BN S1	The MSC/Sep Cmd S1 will certify the ORB and Officer will verify it	
* Personnel Qualification Record (PQR)	MSC/BN S1	Attach the UPDATED PQR printed from SIBX	
Unit Clearance Memo	UNIT	See sample memo in IST SOP	

**Send packet in a single scanned .pdf file via IPPSA Administrative Corrections PAR**