

OFFICER TRANSFER TO ANOTHER COMPONENT/SERVICE CHECKLIST

NAME: _____ **GRADE:** _____
HOME PHONE: _____ **CELL PHONE:** _____
EMAIL ADDRESS: _____
UNIT: _____ **UIC:** _____ **IPPSA POSN #:** _____
PARA/LINE: _____ **UNIT POC/PHONE:** _____
MSC POC/PHONE: _____ **EFFECTIVE DATE:** _____

REQUIRED ITEMS:	WORKCENTER	COMMENTS/NOTES	INITIALS
REQUEST FOR G1 APPROVAL			
Officer's Request	INDIVIDUAL	Officer will provide a detailed letter stating the reasons for joining another component.	
GAANG Form 0227-R	MSC/BN S1	Request to transfer to active/US Army Reserve (Signed by MSC CDR or first O-6 in chain of command)	
DA Form 4187	MSC/BN S1	Officer must sign DA 4187	
DD 368	Gaining Component	The G1, GAARNG, is the approval authority for release of Officers. **Note: DD 368 must be approved prior to the DA Form 71 being signed to the gaining Component. **	
SUBMIT AFTER G1 APPROVAL			
DA Form 71 Oath of Office	Gaining Component / Individual	Signed by the gaining Component or recruiter and the Officer/Warrant Officer with FULL legal signature (all names).	
Active Duty Orders Or DA 4651	Gaining Unit/Individual	Active Duty Orders are needed for Officers being transferred to an Active Component. DA 4651 is required for Officers being transferred to a Reserve Component.	
Verification of RPAM	MSC/BN S1	The O/WO will sign and date the upper right hand corner of the form when concurring. File in the Soldier's OMPF.	
Unit Clearance Memorandum	Unit		
Officer Record Brief	MSC/BN S1	The MSC S1 will certify the ORB and O/WO will verify it.	
Officer Evaluation Report (OER)	Unit CDR / BN S1	Copy of the final OER that reflects the Officer's service will be completed, signed, and forwarded. Thru date of OER will be one day prior to the transfer request date.	

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