

Standard Operating Procedures

InterState Transfers (IST)

# **InterState Transfers in and out of the State (IST)**

Joint Force Headquarters  
Georgia Army National Guard  
Marietta, GA  
1 October 2019

## ***SUMMARY of CHANGE***

SOP 7-2

Interstate Transfers in and out of the State

- Internal checklist discontinued
- Sample documents, that are also available in RMS, no longer provided as part of the SOP

**Contents**

GAARNG G-1 SOP 7-2, 1 October 2019

## **Chapter 1 Overview**

- 1-1 Purpose
- 1-2 References

## **Chapter 2 Outbound IST Procedures**

- 2-1 Guidelines and criteria
- 2-2 Processing steps

## **Chapter 3 Inbound IST Procedures**

- 3-1 Guidelines and criteria
- 3-2 Processing steps

## **Chapter 4 Uncoordinated Inbound/Outbound IST Procedures**

- 4-1 Guidelines and criteria
- 4-2 Processing steps

## **Appendix A References**

## **Chapter 1**

### **Overview**

**1-1. Purpose:** To provide procedural guidance for Enlisted Outbound and Inbound Interstate Transfer (IST) procedures.

**1-2. References:** See appendix A.

## Chapter 2 Outbound IST

### 2-1. Guidelines and Criteria

- a. Release from GAARNG to join another States National Guard.
- b. Soldiers requesting a release to join another States National Guard.
- c. Officers requesting an IST should be referred to the G-1 Actions Branch.

### 2-2. Process Steps

- a. Immediately following notification by the Soldier that they desire to IST, units should initiate an IST case in RMS. Complete 'bucket #1' in RMS with the Soldier present - ensuring the most accurate information is loaded into the database.
- b. The unit will also complete DA Form 4856, Developmental Counseling Form, available in RMS. The counseling ensures that the Soldier is aware of the impact this action can have on education benefits and incentives, such as bonuses, loan repayment, tuition assistance, GI Bill, Kicker, and transfer of education benefits to dependents. (see comments preloaded in RMS)
- c. Unit personnel will gather all the documents and complete the checklist outlined in 'bucket #2' in RMS as applicable. The NGB Form 22-5 worksheet is vital to the IST packet as well as the source documents listed below that are considered not optional.
  - i. DA Form 4187\*
  - ii. 22-5 Worksheet (in RMS)\*
  - iii. MEDPROS/PHA (within 1yr)\*
  - iv. DA Form 4856 (in RMS)\*
  - v. DA Form 705\*
- d. Upon completion of 'buckets #1 & #2' RMS should notify the G-1 IST section via an email alert. It is recommended that units email the G-1 IST section as a precaution in the event the system fails.
- e. The readiness NCO will inform the Soldier that they are ineligible to transfer if they are entered into the Integrated Disability Evaluation System (IDES) and are going through any type of medical board.

## **Chapter 3 Inbound IST**

### **3-1. Guidelines and Criteria**

- a. Accept Soldiers from another state National Guard to join the Ga Army National Guard.
- b. Soldier has been approved to transfer to the Ga Army National Guard by the losing state.

### **3-2. Process Steps**

- a. The losing state initiates a case in RMS, the Georgia IST Coordinator will process the case from 'bucket #4' through 'bucket #9' of the RMS IST application.
- b. The Georgia IST Coordinator will notify the gaining unit's readiness NCO of the pending transfer.
- c. The gaining unit's readiness NCO will coordinate with the transferring Soldier on a date and time to report to the unit signing of the 22-5 (addendum to DD Form 4) and the reading of the oath to the State of Georgia.
- d. The gaining unit should scan and email the signed 22-5 back to the G-1 IST section immediately after signing with the transferring Soldier.
- e. The Georgia IST coordinator will correspond with the losing State for transfer orders.
- f. The Georgia IST coordinator will give accession packet to G1-Actions branch for loading.
- g. The Georgia IST coordinator will complete IST process in RMS.

## **Chapter 4**

### **Inbound/Outbound - Uncoordinated IST**

#### **4-1. Guidelines and Criteria**

- a. Soldier from another state National Guard unexpectedly shows up and wants to join the Ga Army National Guard.
- b. Soldier did not coordinate with their losing unit/state prior to leaving the state.

#### **4-2. Process Steps (Inbound IST - Uncoordinated)**

- a. Do not let a Soldier drill or perform work of any type that would require pay. Contact the Georgia G-1 IST coordinators immediately. If they are not available, give the Soldier the telephone numbers and email addresses of the G-1 IST coordinators and tell the Soldier they must speak with the coordinators before anything else can happen.
- b. Should the Soldier meet the standards of transferability, and the gaining unit in Georgia is interested in accepting the Soldier, the gaining unit is encouraged to submit a letter of acceptance that includes Soldiers corresponding paragraph and line number in the unit.

#### **4-3. Process Steps (Outbound IST- Uncoordinated)**

- a. Refer to Chapter 2.
- b. The same requirements still apply, you will just need to use email to complete the documents necessary/applicable to initiate the transfer in RMS.

**Appendix A**

**References**

**Section I  
Publications**

**NGR 600-200, 31 Jul 2009**  
Enlisted Personnel Management