



STATE OF GEORGIA
GEORGIA DEPARTMENT OF DEFENSE
1000 HALSEY AVE SE, BUILDING 447
MARIETTA, GEORGIA 30060

NGGA-TAG

4 May 2024

MEMORANDUM FOR Georgia National Guard Active Guard Reserve (AGR) Soldiers and Airmen

SUBJECT: AGR Intrastate Transfers

1. In an effort to help prevent erroneous Basic Allowance for Housing (BAH) or Basic Allowance for Quarters (BAQ) payments, no Soldier or Airman will move to a new assignment without first receiving transfer orders published by HRO (Army) or AGR Manager (Air).
2. An SF52 and DA Form 5960 (Army) or Current Fitness Scores (Air) and DD4 Contract (Air Enlisted) must be submitted through command channels to HRO (Army) or Wing HRO Remote (Air) no later than 30 days prior to the requested effective date of transfer.
3. Supporting documentation (marriage certificate, divorce decree, children's birth certificates, etc.) for all dependents must be uploaded in the appropriate personnel records systems. A current DA Form 5960 (Army) or AF Form 594 (Air) with the effective date matching the requested effective date of transfer. Transfer orders will not be published until all supporting documentation is loaded in the personnel records systems.
4. Following transfer, it is the individual's responsibility to review their Leave and Earnings Statement (LES) to ensure the duty zip code has been updated to reflect the new duty location for BAH. Individuals must notify HRO (Army) or Wing Finance Office (Air) if BAH rates do not change to the appropriate amount within 45 days of the effective date of transfer. BAH rates can be found at: <https://www.travel.dod.mil/Allowances/Basic-Allowance-for-Housing/BAH-Rate-Lookup/>
5. Individuals must also ensure that documentation in their personnel records and data within personnel and finance systems is updated when their dependent status changes to with or without dependents.
6. POC for this policy is the Human Resources Office, AGR Branch Manager at 678-569-5720.

A handwritten signature in black ink, appearing to read "RDW", is positioned above the printed name of the signatory.

RICHARD D. WILSON
Major General, GANG
The Adjutant General