DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-ARH

25 NOV 2003

MEMORANDUM FOR MILPO's

SUBJECT: Policy on Transfer of Army National Guard Officers Between States

1. Reference Army Regulation 135-91, Service Obligations, Methods of Fulfillment, Participation Requirements and Enforcement Procedures, dated 26 September 2000

2. This memorandum renews previously published policy for the transfer of Army National Guard officers between States. It is designed to expedite the transfer process and to improve accuracy of SIDPERS data related to this action. These procedures do not apply when officers transfer to the U.S. Army Reserve.

3. Currently, there is no regulatory guidance concerning the issue of conditional releases of officers in the ARNG. The lack of required documentation often creates delays with the reappointment process in the gaining State to include SIDPERs update. Frequently, the gaining organization must obtain additional information or documents from the losing State, especially when a branch change is necessary.

a. Restrictions. Conditional releases will not be granted if the officer:

(1) Does not meet retention standards, i.e., pending involuntary separation via retention board; exceeds ht/wt standards of AR 600-9, etc.

(2) Is pending resolution of unfavorable personnel action, unless pre-coordinated and acknowledged in writing by a gaining State that they are aware of the action and find the officer still acceptable.

(3) Is within 120 days of mandatory removal date (MRD).

b. Officer action. Request for conditional release from a unit/State for the purpose of seeking reappointment in another unit/State must be accomplished using a DA Form 4187 (Personnel Action). See Enclosure 1 for required information.

c. NGB Form 61 will not be used for interstate transfers.

d. Losing Unit/State actions.

(1) The losing unit will process the request for conditional release in coordination with the State MILPO, IAW procedures directed by the TAG.

(2) Prepare the officer's transfer packet and ensure that all documents required by this policy are available and current.

(3) When a conditional release is approved the officer will be notified by memorandum in the format shown at enclosure 2. The memorandum will include as a minimum; SIDPERs GPFR-1790 (PQR), a copy of the DA Form 2-1, NGB Form 23B, current DA Form 4497-R (Interim Medical Examination – Aviation) or DD Form 2808/2807-1, and Annual Medical Certificate. Include any document(s) deemed necessary to cause a smooth transition.

(4) Indicate on conditional release memorandum a losing State point of contact (POC) for the gaining State to use when necessary.

(5) Immediately upon notification that the officer was accessed in a new unit, forward MPRJ, HREC, and applicable transfer documents to gaining State MILPO.

(6) Upon receipt of notification that the officer has been re-appointed, forward copy of the transfer order (order format 465), to gaining State by either FAX or mail to expedite the "Change of State" Federal Recognition action.

(7) NGB Form 22 is not required unless the officer fails to execute a reappointment in a new State (see e below).

(8) Prepare Officer Efficiency Report (OER) IAW AR 623-105.

e. Failure to obtain assignment. If verification of reappointment in a gaining State is not received within 90 days from date of conditional release, an attempt to locate the officer to determine transfer status will be initiated. Officers who cannot be located and who have not been appointed in another State will be processed by the losing State IAW AR 135-91, NGR 635-100, NGR 600-101 and applicable State laws as appropriate. A NGB Form 22 will be prepared and forwarded to the officer at the last known address.

f. Gaining State actions.

(1) Provide losing State with a POC and confirm the officer's accession is being processed.

(2) Provide losing State with a memorandum and a copy of appointment order verifying the officer has been reappointed.

(3) Advise gaining unit to appoint a sponsor for the transferred officer.

g. Federal recognition procedures. The gaining State is responsible to forward the following documentation to NGB-ARP:

(1) Copy of losing State separation/transfer order.

(2) Copy of gaining State appointment order.

(3) Copy of gaining State Oath of Office, NGB Form 337.

(4) Copy of completed DA Form 4187.

(5) Federal recognition board action for AOC/MOS or branch changes.

4. Point of contact for this action is MAJ Lemuel Clement, Chief, Officer Policy Section, NGB-ARH-S, DSN 327-3400 or 703-607-3400.

2 Encls
as

TAMMY L. MIRACLE
LTC, NGB
Chief, Personnel Policy
and Readiness Division

For use of this form, see DA PAM 600-8 and AR 680-1; the proponent agency is MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT

Authority: Title 5, section 3012; Title 10, U.S.C. E.O. 9397. Principal Purpose: Use by service member in accordance with DA Pamphlet 600-8 when requesting a personnel action on behalf (Section III). Routine Uses: To initiate the processing of a personnel action being requested by the service member. Disclosure: Voluntary. Failure to provide Social Security Number may result in a delay or error in processing of the request for personnel action.

FROM: (Include ZIP Code)	TO: (Include ZIP Code)	FROM: (Include ZIP Code)
		COMMANDER

SECTION I - PERSONAL IDENTIFICATION

NAME (Last, First, MI)	GRADE OR RANK/PMOS (Enl only)	SOCIAL SECURITY NUMBER

SECTION II - DUTY STATUS CHANGE (Proc 9-1, DA Pam 600-8)

The above member's duty status is changed from _____

_____ to _____

_____ effective _____ hours _____ 19____

SECTION III - REQUEST FOR PERSONNEL ACTION

I request the following action:

	TYPE OF ACTION	Procedure		TYPE OF ACTION	Procedure
	Service School (Enl only)			Reassignment Married Army Couples	
	ROTC or Reserve Component Duty			Reclassification	
	Volunteering For Overseas Service			Officer Candidate School	
	Ranger Training			Assgmt of Pers with Exceptional Family Members	
	Reasgmt Extreme Family Problems			Identification Card	
	Exchange Reassignment (Enl only)			Identification Tags	
	Airborne Training			Separate Rations	
	Special Forces Training/Assignment			Leave - Excess/Advance/Outside CONUS	
	On-the-Job Training (Enl only)			Change of Name/SSN/DOB	
	Retesting in Army Personnel Tests		X	Other (Specify) INTERSTATE TRANSFER	

SIGNATURE OF MEMBER (When required)	DATE

SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

1. I will relocate on or about _____. 2. AOC/MOS: _____
(date)

3. Current home address and phone number: _____

4. New home address (if known): _____

5. New employer, address, and telephone number (if known): _____

6. I have cleared all property, individual equipment, and fiscal matters.

7. I have been briefed and understand the provisions of All States Memo , dated , SUBJECT: Policy on Transfer of Army National Guard Officers Between State

8. Ending date of last OER: _____

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -

☐ HAS BEEN VERIFIED ☐ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL

☐ IS APPROVED ☐ IS DISAPPROVED

COMMANDER/AUTHORIZED REPRESENTATIVE	SIGNATURE	DATE

(Letterhead)

(date)

MEMORANDUM FOR (enter officer's grade, name, current unit and home address)

SUBJECT: Interstate Transfer (Conditional Release) (enter new home address if known)

1. This memorandum authorizes you 90 days in which to locate and be appointed in an ARNG unit of another State.

2. You are responsible for obtaining an assignment and be re-accessed within this period. You may be considered an unsatisfactory participant and separated from this organization if you do not find an assignment before (insert date of 90th day from this memo). You must report any changes of your status to your losing unit. Failure to be appointed in a new State could also lead to your transfer to the IRR IAW AR 135-91.

3. You may obtain assistance concerning unit vacancies and locations at the nearest Army National Guard Armory in your location. You may also contact the MILPO (enter MILPO poc name and phone number). The State MILPO will provide guidance on where to deliver or mail this transfer packet. The gaining State may request additional documents such as college transcripts or certificates of training. It is your responsibility to comply with the requirements of the gaining State. If you are accepted, your new commander or the new State's MILPO will inform the undersigned.

4. Until you have been appointed in the ARNG of your new State, inform the undersigned of all address and phone number changes.

7 Encls
1. SIDPERS GPFR-1790 (PQR)
2. DA Form 2-1 (copy)
3. DA Form 2808
4. DA Form 2807-1
5. NGB Form 23B (certified)
6. Annual Medical Certification
7. DA Form 4497-R (if applicable)

(signature and signature block of officer authorized to sign)

ENCLOSURE 2