NGWA-RRB-S3 26 January 2024

MEMORANDUM FOR RECORD

SUBJECT: Enlisted Soldier outgoing IST checklist

1. Under the provisions of NGR 600-200, Chapter 4, Section 5 the following named enlisted Soldier is requesting interstate transfer within the National Guard.

a. Name: Last, First M.

b. Gaining State: Gaining State

2. Please submit the following documents via email as individual PDFs to Washington State IST Coordinator SFC Adrian Garcia, whom can be reached via email at [adrian.n.garcia16.mil@army.mil](mailto:adrian.n.garcia16.mil@army.mil) or phone at 253-512-7730, or cell 253-241-7729.

a. NGB 22-5-R (IST Worksheet)

b. DA 4856 (IST Counseling)

c. CIF/ Supply Clearance Memo

d. DA 4187 (IST Request)

e. Individual Medical Record (IMR/PHA)

f. DA 705 and DA 5500/5501 or DTMS screenshot

g. Physical profile (if applicable)

h. Education, bonus or other incentives (Bonus Addendum)

i. Last three NCOERs (if applicable)

j. Soldiers Record Brief & Talent Management Profile

3. Last, First Middle initial. has been counseled and is aware that if requested interstate transfer is not complete within the required 90 days (without communication) will result in a canceled interstate transfer.

4. Point of contact of this memorandum is the undersigned at john.d.doe.mil@army.mil or phone at (253) 512-6666.

FIRST M. LAST

RANK, USA

Training/Readiness NCO