

Summary Report for Individual Task
805B-79T-4502
RCT-Coordinate Out-bound Interstate Transfers
Status: Approved

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Destruction Notice: None

Foreign Disclosure: FD1 - The materials contained in this course have been reviewed by the course developers in coordination with the RSS foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

Condition: You receive notification that a Soldier is requesting transfer from your state. As an RCT Coordinator in an operational environment, you have access to an IST Worksheet, applicable regulations, State Specific guidance, and Standard Office equipment. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Initiate, coordinate, and complete an outbound interstate transfer (IST).

Special Condition: None

Safety Risk: Low

MOPP 4: N/A

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Receive initial contact (Telephone, Email, Etc) for Interstate Transfer from:
 - a. Unit Readiness/Admin NCO.
 - b. Transferring Soldier.
 - c. Gaining State.
 - d. RRNCO (Gaining/Losing).
 - e. Helpdesk.
2. Obtain IST Worksheet and supporting documents from losing unit.
 - a. Receive supporting documents from Unit Readiness/AdminNCO.
 - (1) Partial completion of IST worksheet.
 - (2) DA 705 within 12 months.
 - (3) DA 5500/5501 for applicable Soldiers.
 - (4) MEDPROS snapshot/PHA Verification within 12 months (PULHES).
 - (5) DA 4187 Personnel Action (IST).
 - (6) Central Issue Facility (CIF) Cleared/Statement of charges IAW state SOP.
 - (7) SRIP Entitlements addendums (Bonus, Student Loan Repayment Program (SLRP).
 - (8) MOS Qualification/ASI/SQI.
 - (9) DA Form 4856, IST Information Counseling (see SMOM 12-049 dated 17 April 2012).
 - b. Verify Soldier's supporting documents for accuracy and eligibility to IST against the following:
 - (1) Guard Incentive Management and Reporting Center (iMARC) in RCMS.
 - (2) Information Management and Reporting Center (iMARC) in RCMS.
 - (3) Soldier Locator in RCMS.
 - (4) Reenlistment Eligibility Data Display (REDD) in DMDC.
 - (5) Medical Protection System (MEDPROS).
 - (6) Directors Personnel Readiness Overview (DPRO) in RCMS.

NOTE: If Soldier is ineligible to transfer, go to Process Outbound IST (Rejected).

3. Forward IST Worksheet and supporting documents to gaining state RCT Coordinator IAW state SOP.

4. Verify acceptance from gaining state.

a. NGB 22-5-R completed by losing state.

NOTE: Completion of the NGB 22-5-R is the responsibility of the losing state in the situation when the Soldier is physically present in the losing state. When Soldier has already relocated to gaining state, see step b. below:

(1) Counsel Soldier and explain part III of NGB 22-5-R.

(2) Adminster Oath.

(3) Forward completed NGB 22-5-R to gaining state.

b. NGB 22-5-R Completed by gaining state.

(1) Counsel Soldier and explain part III of NGB 22-5-R.

(2) Adminster Oath.

(3) Forward completed NGB 22-5-R to losing state.

5. Forward Soldier's Personal Quaification Record (PQR) and IST Transfer Order to gaining state.

a. Forward NGB 22-5-R and supporting documents to SIDPERS.

b. Request processing of Transfer Order from SIDPERS.

c. Receive notification transfer order has been published by SIDPERS.

d. Review Transfer Order for accuracy and completeness.

e. Identify discrepancies as required.

f. Forward copy of Transfer Order, NGB 22-5-R, and PQR to losing unit.

6. File documentation of IST loss IAW State SOP.

a. Transfer Order.

b. PQR.

c. NGB 22-5-R.

d. Supporting Documents.

7. NOTE: Process Outbound IST (Rejected)

1. Receive initial contact (Telephone, Email, Etc) for Interstate Transfer from one of the following:

- a. Unit Readiness/Admin NCO.
 - b. Transferring Soldier.
 - c. Gaining State.
 - d. RRNCO (Gaining/Losing).
 - e. Helpdesk.
8. Obtain IST Worksheet and supporting documents from losing unit.
- a. Unit Readiness/Admin NCO provides supporting documents.
 - (1) Partial completion of worksheet.
 - (2) DA 705 within 12 months.
 - (3) DA 5500/5501 for applicable Soldiers.
 - (4) MEDPROS snapshot/PHA verification within 12 months (PULHES).
 - (5) DA 4187 Personnel Action (IST).
 - (6) Central Issue Facility (CIF) Cleared/Statement of Charges IAW local SOP.
 - (7) SRIP entitlements addendums (Bonus, Student Loan Repayment Program (SLRP)).
 - (8) MOS Qualification/ASI/SQI.
 - (9) DA Form 4856, IST Information Counseling (see SMOM 12-049 dated 17 April 2012).
 - b. RCT Coordinator verifies supporting documentation for accuracy and eligibility to IST against the following:
 - (1) Guard Incentive Management System (GIMS) in Strength Maintenance Management System (SMMS).
 - (2) Information Management and Reporting Center (iMARC) in RCMS.
 - (3) Soldier Locator in RCMS.
 - (4) Reenlistment Eligibility Data Display (REDD) in DMDC.
 - (5) Medical Protection System (MEDPROS).
 - (6) Directors Personnel Readiness Overview (DPRO) in RCMS.
9. RCT Coordinator confirms Soldier ineligible to transfer.
10. Notify the following that the Soldier is ineligible to transfer:

a. Notify losing unit of disqualification.

NOTE: Soldier will be counseled by unit on courses of action (Transfer to IRR, ING, DD Form 368 Conditional Release).

b. Notify gaining state (if Soldier already moved to Gaining state prior to IST process).

c. Notify Helpdesk of IST ineligibility

11. File Rejected Outbound IST Packet IAW SOP.

12. NOTE: Process Outbound IST (Cancelled)

1. Receive initial contact (Telephone, Email, Etc) for Interstate Transfer from one of the following:

a. Unit Readiness/Admin NCO.

b. Transferring Soldier.

c. Gaining State.

d. RRNCO (Gaining/Losing).

e. Helpdesk.

13. Obtain IST Worksheet and supporting documents from losing unit.

a. Unit Readiness/Admin NCO provides supporting documents.

(1) Partial completion of worksheet.

(2) DA 705 within 12 months.

(3) DA 5500/5501 for applicable Soldiers.

(4) MEDPROS snapshot/PHA Verification within 12 months (PULHES).

(5) DA 4187 Personnel Action (IST).

(6) Central Issue Facility (CIF) Cleared/Statement of Charges IAW local SOP.

(7) SRIP Entitlements addendums (Bonus, Student Loan Repayment Program (SLRP)).

(8) MOS Qualification/ASI/SQI.

(9) DA Form 4856, IST Information Counseling (see SMOM 12-049 dated 17 April 2012).

b. RCT Coordinator verifies supporting documentation for accuracy and eligibility to IST against the following:

(1) Guard Incentive Management System (GIMS) in Strength Maintenance Management System.

(2) Information Management and Reporting Center (iMARC) in RCMS.

(3) Soldier Locator in RCMS.

(4) Reenlistment Eligibility Data Display (REDD) in DMDC.

(5) Medical Protection System (MEDPROS).

(6) Directors Personnel Readiness Overview (DPRO) in RCMS.

14. Forward IST Worksheet and supporting documents to Gaining State RCT Coordinator IAW state SOP.

15. Receive notification of outbound IST cancellation from one of the following:

a. Soldier.

b. Unit.

c. Gaining state RCT Coordinator.

d. ARNG/IST help desk.

16. File cancellation IAW with State and local SOP.

NOTE: Soldier reports back to current unit of assignment for assignment options.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: None

Evaluation Preparation: None

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Received initial contact for Interstate Transfer from:			
a. Unit Readiness/Admin NCO.			
b. Transferring Soldier.			
c. Gaining State.			
d. RRNCO (Gaining/Losing).			
e. Helpdesk.			
2. Obtained IST Worksheet and supporting documents from losing unit.			
a. Received supporting documents from Unit readiness/Admin NCO.			
(1) Partial completion of IST worksheet.			
(2) DA 705 within 12 months.			
(3) DA 5500/5501 for applicable Soldiers.			
(4) MEDPROS snapshot/PHA Verification within 12 months (PULHES).			
(5) DA 4187 Personnel Action (IST).			
(6) Central Issue Facility (CIF) Cleared/Statement of charges IAW state SOP.			
(7) SRIP Entitlements addendums (Bonus, Student Loan Repayment Program (SLRP)).			
(8) MOS Qualification/ASI/SQI.			
(9) DA Form 4856, IST Information Counseling (see SMOM 12-049 dated 17 April 2012).			
b. Verified Soldier's supporting documents for accuracy and eligibility to IST against the following:			
(1) Guard Incentive Management System (GIMS) in Strength Maintenance Management System.			
(2) Information Management and Reporting Center (iMARC) in RCMS.			
(3) Soldier Locator in RCMS.			
(4) Reenlistment Eligibility Data Display (REDD) in DMDC.			
(5) Medical Protection System (MEDPROS).			
(6) Directors Personnel Readiness Overview (DPRO) in RCMS.			
3. Forwarded IST Worksheet and supporting documents to Gaining State RCT Coordinator.			
4. Verified acceptance from Gaining State.			
a. Completed NGB 22-5-R by losing state.			
b. NOTE: Completion of the NGB 22-5-R is the responsibility of the losing state in the situation when the Soldier is physically present in the losing state. When Soldier has already relocated to gaining state, see step b. below:			
(1) Counseled soldier and explain part III of NGB 22-5-R.			
(2) Administered Oath.			
(3) Forwarded complete NGB 22-5-R to Gaining State.			
c. (1) Counseled soldier and explain part III of NGB 22-5-R.			
(2) Administered Oath.			
(3) Forwarded complete NGB 22-5-R to losing State.			
5. Forwarded Soldier's PQR and IST Transfer Order to Gaining State.			
a. Forwarded NGB 22-5-R and supporting documents to SIDPERS.			
b. Requested processing of Transfer Order from SIDPERS.			
c. Received notification transfer order has been published by SIDPERS.			
d. Reviewed Transfer order for accuracy and completeness.			
e. Identified discrepancies as required.			
f. Forwarded copy of Transfer Order, NGB 22-5-R, and PQR to losing unit.			
6. Filed Documentation of IST.			
a. Transfer Order.			
b. PQR.			

c. NGB 22-5-R.			
d. Supporting Documents.			
7. Coordinated an Outbound IST (Rejected).			
1. Received initial contact for Interstate Transfer from:			
a. Unit Readiness/Admin NCO.			
b. Transferring Soldier.			
c. Gaining State.			
d. RRNCO (Gaining/Losing).			
e. Helpdesk.			
8. Obtained IST Worksheet and supporting documents from losing unit.			
a. Received supporting documents from Unit Readiness/Admin NCO.			
(1) Partial completion of IST worksheet.			
(2) DA 705 within 12 months.			
(3) DA 5500/5501 for applicable Soldiers.			
(4) MEDPROS snapshot/PHA Verification within 12 months (PULHES).			
(5) DA 4187 Personnel Action (IST).			
(6) Central Issue Facility (CIF) Cleared/Statement of charges IAW state SOP.			
(7) SRIP entitlements addendums (Bonus, Student Loan Repayment Program (SLRP)).			
(8) MOS Qualification/ASI/SQI.			
(9) DA Form 4856, IST Information Counseling (see SMOM 12-049 dated 17 April 2012).			
b. Verified Soldier's supporting documents for accuracy and eligibility to IST against the following:			
(1) Guard Incentive Management System (GIMS) in Strength Maintenance Management System.			
(2) Information Management and Reporting Center (iMARC) in RCMS.			
(3) Soldier Locator in RCMS.			
(4) Reenlistment Eligibility Data Display (REDD) in DMDC.			
(5) Medical Protection System (MEDPROS).			
(6) Directors Personnel Readiness Overview (DPRO) in RCMS.			
(7) 5. Filed Rejected Outbound IST Packet IAW SOP.			
9. Confirmed Soldier ineligible to transfer.			
a. End of performance step.			
b. Start new performance measure.			
10. Notified the following that the Soldier is ineligible to transfer:			
a. Notified losing unit of disqualification.			
b. Notified gaining state (if Soldier already moved to gaining state prior to IST process).			
11. Filed Rejected Outbound IST Packet IAW SOP.			
a. End of performance step.			
b. Start new performance measure.			
12. Coordinated an Outbound IST (Cancelled)			
1. Received initial contact for Interstate Transfer from:			
a. Unit Readiness/Admin NCO.			
b. Transferring Soldier.			
c. Gaining State.			
d. RRNCO (Gaining/Losing).			
e. Helpdesk.			
13. Obtained IST Worksheet and supporting documents from losing unit.			
a. Received supporting documents from Unit Readiness/Admin NCO.			

(1) Partial completion of IST worksheet.			
(2) DA 705 within 12 months.			
(3) DA 5500/5501 for applicable Soldiers.			
(4) MEDPROS snapshot/PHA Verification within 12 months (PULHES).			
(5) DA 4187 Personnel Action (IST).			
(6) Central Issue Facility (CIF) Cleared/Statement of charges IAW state SOP.			
(7) SRIP entitlements addendums (Bonus, Student Loan Repayment Program (SLRP)).			
(8) MOS Qualification/ASI/SQI.			
(9) DA Form 4856, IST Information Counseling (see SMOM 12-049 dated 17 April 2012).			
b. Verified Soldier's supporting documents for accuracy and eligibility to IST against the following:			
(1) Guard Incentive Management System (GIMS) in Strength Maintenance Management System.			
(2) Information Management and Reporting Center (iMARC) in RCMS.			
(3) Soldier Locator in RCMS.			
(4) Reenlistment Eligibility Data Display (REDD) in DMDC.			
(5) Medical Protection System (MEDPROS).			
(6) Directors Personnel Readiness Overview (DPRO) in RCMS.			
14. Forwarded IST Worksheet and supporting documents to Gaining State RCT Coordinator.			
15. Notified of cancellation for Outbound IST.			
a. Soldier.			
b. Unit.			
c. Gaining State RCT Coordinator.			
d. ARNG/IST help desk.			
16. Filed cancellation IAW with State and local SOP.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 135-7	ARMY NATIONAL GUARD AND ARMY RESERVE INCENTIVE PROGRAMS	Yes	No
	AR 40-501	Standards of Medical Fitness	Yes	No
	AR 600-9	The Army Body Composition Program	Yes	No
	DA PAM 611-21	Military Occupational Classification and Structure	Yes	No
	NGR 600-200	Enlisted Personnel Management w/Current ARNG Enlistment Criteria	Yes	No
	NGR 601-1	Personnel Procurement - Army National Guard Strength Maintenance Program	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training,

leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
79T ARNG Recruiting and Retention-SL4	Enlisted	MOS: 79T, Skill Level: SL4, ASI: V7, Duty Pos: REA, SQI: 4