

Summary Report for Individual Task
805B-79T-4501
RCT-Coordinate In-bound Interstate Transfers
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - The materials contained in this course have been reviewed by the course developers in coordination with the RRS 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 to your state. As an RCT Coordinator in an operational environment, you have access to current unit vacancies, 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: Receive, coordinate, and complete an inbound 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 for interstate transfer from one of the following:
 - a. Losing state RCT Coordinator.
 - b. Transferring Soldier.
 - c. Losing Unit.
 - d. Gaining Unit.
 - e. RRNCO.
 - f. ARNG IST Helpdesk.
2. Obtain IST worksheet and supporting documents from losing State:
 - a. DA 705 within 12 months.
 - b. DA 5500/5501, if applicable.
 - c. MEDPROS snapshot/PHA verification within 12 months (PULHES).
 - d. DA 4187 Personnel Action (IST).
 - e. Central Issue Facility (CIF) Cleared/Statement of charges.
 - f. SRIP Entitlements addendums (Bonus, Student Loan Repayment Program (SLRP)).
 - g. MOS Qualification/ASI/SQI.
 - h. DA Form 4856, IST Information Counseling (see SMOM 12-049 dated 17 April 2012).
3. Review IST counseling:
 - a. Identify high risk situations.
 - b. Assist in implementing established safeguards:
 - (1) Veterans Services.
 - (2) Family Support Group.
 - (3) Army One Source.
4. Determine Eligibility of transferring Soldier:
 - a. Reconcile IST worksheet and supporting documentations with applicable systems of record.
 - b. Ensure Soldier has cleared CIF of losing state.

- c. Ensure Soldier has current Physical Health Assessment (PHA).
 - d. Ensure Soldier is not on profile.
 - e. Ensure Soldier meets retention standards.
 - f. Ensure Soldier is not flagged.
 - g. Ensure Soldier has current APFT.
5. Locate appropriate unit assignment based on the following:
- a. Unit vacancies.
 - b. Geographic location.
 - c. Gender.
 - d. MOS qualifications.
 - e. Rank/Pay Grade.
 - f. Soldier's current incentive contract if applicable.
6. Contact gaining Soldier about available transfer options:
- a. NOTE: If Soldier declines transfer options, cancel the IST; inform Losing State; and ARNG IST help desk.
 - 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 7 below.
7. Complete NGB 22-5-R:
- a. Counsel Soldier and explain part III of NGB 22-5-R.
 - b. Administer Oath (NGB 22-5-R).
 - c. Forward completed NGB 22-5-R to losing state.
8. Review NGB 22-5-R for accuracy.
9. Send completed NGB 22-5-R to losing state IAW SOP.
10. Request Personal Qualification Record (PQR) and transfer order from losing state RCT coordinator.
11. Receive PQR and transfer order from losing state RCT coordinator.
12. Process Soldier as gain IAW state specific SOP.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: ore "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction should the Soldier experience minor difficulty. Consider directing self-study or on-the-job-training for Soldiers who experience major difficulties in task performance.

Evaluation Preparation: is task may be evaluated by two methods; a. Self Evaluation. Perform the task on the job using the materials listed in the Conditions Statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section. b. Supervisor's Evaluation. Ensure that the Soldier(s) have the material shown in the Condition Statement to accomplish the task. When you feel they are able, have them perform the task on the job. Grade them using the Performance Measures, in accordance with the Evaluation Guidance section.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Received initial contact for interstate transfer from one of the following following:			
a. Losing state RCT Coordinator.			
b. Transferring Soldier.			
c. Losing Unit.			
d. Gaining Unit.			
e. RRNCO.			
f. ARNG IST Helpdesk.			
2. Obtained IST worksheet and supporting documents from losing State:			
a. DA 705 within 12 months.			
b. DA 5500/5501 if applicable.			
c. MEDPROS snapshot/PHA verification within 12 months (PULHES).			
d. DA 4187 Personnel Action (IST).			
e. Central Issue Facility (CIF) Cleared/Statement of charges.			
f. SRIP Entitlements addendums (Bonus, Student Loan Repayment Program (SLRP)).			
g. MOS Qualification/ASI/SQI.			
h. DA Form 4856, IST Information Counseling (see SMOM 12-049 dated 17 April 2012).			
3. Reviewed IST counseling:			
a. Identified high risk situations.			
b. Assisted in implementing established safeguards:			
(1) Veterans Services.			
(2) Family Support Group.			
(3) Army One Source.			
4. Determined Eligibility of transferring Soldier:			
a. Reconciled IST worksheet and supporting documentations with applicable systems of record.			
b. Ensured Soldier has cleared CIF of losing state.			
c. Ensured Soldier has current Physical Health Assessment (PHA).			
d. Ensured Soldier is not on profile.			
e. Ensured Soldier meets retention standards.			
f. Ensured Soldier is not flagged.			
g. Ensured Soldier has current APFT.			
5. Located appropriate unit assignment based on the following:			
a. Unit vacancies.			
b. Geographic location.			
c. Gender.			
d. MOS qualifications.			
e. Rank/Pay Grade.			
f. Soldier's current incentive contract if applicable.			
6. Contacted gaining Soldier about available transfer options.			
7. Completed NGB 22-5-R:			
a. Counseled Soldier and explain part III of NGB 22-5-R.			
b. Administered Oath (NGB 22-5-R).			
c. Forwarded completed NGB 22-5-R to losing state.			
8. Reviewed NGB 22-5-R for accuracy.			
9. Sent completed NGB 22-5-R to losing state IAW SOP.			
10. Requested Personal Qualification Record (PQR) and transfer order from losing state RCT coordinator.			
11. Received PQR and transfer order from losing state RCT coordinator.			

12. Processed Soldier as gain IAW state specific SOP.			
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Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 40-501	Standards of Medical Fitness	Yes	No
	DA PAM 611-21	Military Occupational Classification and Structure	No	No
	FM 6-22	SUPERSEDED BY ADRP 6-22, 1 AUGUST 2012 (ALL EXCEPT APPENDIX B) AND SUPERSEDED BY ATP 6-22.1, 1 JULY 2014 (APPENDIX B, EXCEPT PARAGRAPH B-2)	No	No
	NGR 600-200	Enlisted Personnel Management w/Current ARNG Enlistment Criteria	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