

# INCOMING INTERSTATE TRANSFER CHECKLIST

(In Person Board Not Required)

**Reference(s):** **NGR 600-100 (NGR)**, Federal Recognition and Related Personnel Actions, Chapter 2, dtd 061001.

\_\_\_\_\_ Conditional Release document [DA 4187](#) and [90 day Release Letter from G1/J1](#)

\_\_\_\_\_ Civilian Education. ([Official Transcript](#), Cannot accept if issued to student, check IPERMs for an [official copy](#))

**Mailing address:**

ATTN: CPT Melissa Canada  
Recruiting and Retention BN  
Bldg 473, Fort Pickett  
Blackstone, Va 23284

\_\_\_\_\_ Army Physical Fitness Test. ([DA 705 current within 6 months \(AGR\) or 12 months Traditional](#))

\_\_\_\_\_ Evaluation Reports ([DA 67-9 last 5](#), [DA 1059](#), [DA 25](#)) Sequential, profiled/labeled.

\_\_\_\_\_ NGB 0122E, Initial Federal Recognition Orders

\_\_\_\_\_ Department of the Army (DA) Official Photograph. ([Hardcopy or in color scan copy acceptable](#)) Must have a photograph taken within 60 days of a major change in physical and/or uniform appearance, such as a change in weight (gain or loss), receipt of awards (ARCOM & above), qualification badges and grade changes or every 5<sup>th</sup> year - whichever occurs first.

\_\_\_\_\_ Form W4 Employee Tax Withholding

\_\_\_ \_\_\_ SGLV 8286 SGLI Election ([Current Form witnessed and signed](#))

\_\_\_ \_\_\_ DD Form 2058 State of Legal Residence

\_\_\_ \_\_\_ SF 1199A Direct Deposit Authorization ([Voided Blank Check acceptable if 1199A is not Signed by Financial Institution](#))

\_\_\_ \_\_\_ DD Form 93 Record of Emergency Data ([Current Form Witnessed and signed](#))

\_\_\_ \_\_\_ Personnel Qualification Record ([Current PQR must be updated](#))

\_\_\_\_\_ Officer Record Brief

\_\_\_\_\_ Military Bio