

TING - ENLISTED CHECKLIST			
PRIVACY ACT STATEMENT			
AUTHORITY: NGR 614-1			
PURPOSE: To process separation actions for enlisted Servicemembers of the Hawaii Army National Guard.			
1. TO TAGHI, ATTN: NGHI-PER- ENL Kapolei, HI 96707-2150	2. FROM (Unit Name)	(UIC)	3. DATE (YYYYMMDD)
PART I - SOLDIER DATA			
4. NAME (Last, First, Full Middle)	5. RANK	6. EMPLID	7. STATUS
9. PREFERRED EMAIL ADDRESS	10. EXPIRATION TERM OF SERVICE (ETS)		11. PAY ENTRY BASE DATE (PEBD)
PART II - REQUESTED INFORMATION			
TYPE OF REQUEST	Transfer to Inactive National Guard (TING)		
<p>NOTE: All documents will be submitted as a single consolidated PDF file in order IAW the checklist.</p> <p><u>Naming Convention:</u> TING_RANK FIRSTNAME LASTNAME_UIC</p>			
Initial	PART III - REQUIRED DOCUMENTS		
	TING Checklist		
	SM's Request Memorandum Thru Chain of Command For TAG with requested effective date		
	DA Form 4856 - Developmental Counseling Form		
	Inactive National Guard Counseling Checklist		
	DA Form 4856 - Retention Counseling		
	Soldier Talent Profile		
	NGB Form 23B		
	Individual Medical Record - Current PHA within 15 Months		
	HIARNG G1 Outprocessing Checklist		
PART IV - CRITERIA FOR TING			
Voluntary Transfer to ING - NGR 614-1, para 2-1a:			
a. Soldiers in active status may request transfer to the ING for the following reasons.			
(1) Change of residence. (2) Incompatibility with civilian employment.			
(3) Temporary overseas or out-of-state residency for education, employment, or a missionary obligation.			
(4) Temporary medical disqualification, not due to line-of-duty injury, that can be corrected in less than one year. Both transfer to the ING and back to active status will require verification of medical status. Transfer to the ING is not authorized for injuries that occur while an ING Soldier is temporarily on active status on Annual Training (AT)/Active Duty Training (ADT) orders or at Annual Muster.			
(5) Pregnancy.			
(6) Valid reason for delay from entering on active duty with their unit when mobilized.			
(7) Released from active duty with a mobilized unit before the release of the unit from its mobilization status.			
(8) As an alternative to serving in the Individual Ready Reserve (IRR) of the United States Army Reserve (USAR) in order to complete the second portion (two, four, or five years) of the 6x2, 4x4, or 3x5 enlistment option, or of another residual commitment to serve in the Ready Reserve of the Army, after an initial period of service on active status with ARNG. Soldiers must execute a DA Form 4836 for the remaining period.			
(9) Leaving active status and eligible for and desires to maintain a connection with the ARNG in inactive status by extending term of service to be placed in the ING instead of being discharged.			
(10) For a reason other than those cited in this paragraph. A request under this subparagraph must be approved by TAG.			