

HIARNG REQUEST FOR VACANCY FILL OR TRANSFER - OFFICER (v.5)

Purpose: To request assignment of Officer outside their MSC/Separate Unit.
Complete Part 1 & 2 (Part 4 optional), then submit to G1 Officer Branch. Approval Levels are as follows:

O1 - O3, W1 - W2:	29 IBCT: BN CDR (may delegate to AO) and BDE CDR (may delegate to AO) 103 TC/298 RTI/MEDCOM: MSC CDR (may delegate to AO) JFHQ/RRB: JFHQ Directorate Head and the G1 MILPO
O4 - O5, W3 - W4:	29 IBCT/103 TC/298 RTI/MEDCOM: MSC CDR (may delegate to AO) and Chief of Staff JFHQ/RRB: JFHQ Directorate Head/BN CDR, the G1 MILPO, and Chief of Staff

Note: Requests for vacancy fills and transfers of AGR Officers must go through HRO-AGR Manager's Office

Part 1: To be completed by gaining unit

Military Status	Technician	AGR	IDT
Rank & Full Name (Last, First, MI)			
UIC and Unit Name			
Vacant IPPS-A Position # and Title			
Effective Date (YYYYMMDD)			
Suspense Date (YYYYMMDD)			
POC & Phone Number			
BN CDR/AO/Directorate Approval (Digital Signature)			
MSC CDR/AO/G1 Approval (Digital Signature)			
CoS Approval (Digital Signature)			

Part 2: To be completed by losing unit

Current Unit			
Current IPPS-A Position # and Title			
POC & Phone Number			
BN CDR/AO/Directorate Approval (Digital Signature)			
MSC CDR/AO/G1 Approval (Digital Signature)			

Part 3: Required actions for G1

1.) Verify with HRO (if TECH)	2.) Transfer in IPPS-A and publish order	3.) Notify affected MSCs
G1 Officer Branch Representative (Digital Signature)		

Part 4: Remarks

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