

## **INDIVIDUAL READY RESERVE (IRR) CHECKLIST**

When a HIARNG Service Member wants to separate from the HIARNG and transfer to the IRR, MSC S1s/Separate Unit HR Agents will submit a packet to G1. All documents are required (unless otherwise annotated). Incomplete packets will be returned to the unit and the unit must resubmit the complete packet.

NAME (LAST, FIRST, MI): \_\_\_\_\_

UIC and Unit: \_\_\_\_\_ Rank: \_\_\_\_\_

Service Member's Request Memorandum for the TAG, thru their chain of command. The request will state the specific reason for the conditional release.

DA Form 4856 from immediate commander showing the Service Member acknowledges:

- If they have a bonus, it may be either Suspended, Terminated, and/or recouped.
- If they have the Montgomery GI Bill, it may be terminated.
- If they have a Military Service Obligation their request maybe be denied.

DA Form 4856 Retention Counseling from HIARNG Officer Strength Manager.

Officer Record Brief.

DA Form 71.

The Service Member has a remaining service obligation of \_\_\_\_\_ months remaining IAW AR 135-91, Table 2-1.