



DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH INFANTRY DIVISION AND FORT CARSON
6105 WETZEL AVENUE, BUILDING 1435
FORT CARSON CO 80913-4289

AFYB-CG

8 September 2023

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter #8 - Approval Authorities and Procedures for Diversions and Inter-Post Transfers Internal and External for all Personnel Assigned to 4th Infantry Division (4ID)

1. Purpose: This policy provides guidelines and approval authorities for managing the 4th Infantry Division's commissioned, warrant, and non-commissioned officer populations in order to properly man the force.

2. Diversion and Inter-Post Transfer (IPT) Procedures and Approval Authority:


a. The 4ID G-1 Strength Management Division (SMD) will conduct Distribution Management Sub-Level (DMSL) strength analysis on all diversions and inter-post transfer (IPT) procedures, both internal and external to the Division. The IPT process allows for the reassignment of Soldiers on Fort Carson to optimize talent management, mission readiness, career development, and retention. SMD reserves the right to divert inbound personnel during READY Company in-processing. Brigade-level concurrence is not required if an IPT is directed by the 4ID Command Group. Brigade concurrence does not solidify a Soldier's movement.

b. Reassigning Soldiers between brigades (BDE) require the BDE CDR, BDE XO, or BDE CSM concurrences per the 4ID Internal Manning Business Rules. The final approval authorities for diversions and IPTs are as followed:

(1) The DCSM/G1 SGM are the final approval authority for all E-5 and above.

(2) The CoS/ACoS G1 are the final approval authority for all CPT and CW2 above.

3. The point of contact for this policy is the 4ID G1, LTC Jaime S. Henderson at jaime.s.henderson.mil@army.mil.


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Commanding