



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

AFYB-CG

OCT 07 2025

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter #8: 4ID and Fort Carson Diversions and Inter-Post/Intra-Post Transfer Procedures and Approval Authorities

1. Purpose. This policy establishes procedures and delineates approval authorities for managing the reassignment and transfer of Commissioned Officers, Warrant Officers, Non-Commissioned Officers, and Soldiers within the 4th Infantry Division (4ID), ensuring effective force alignment.

2. Diversion and Inter-Post Transfer (IPT) Procedures. The 4ID G1 Strength Management Division (SMD) will conduct Distribution Management Sub-Level strength analysis on all diversions and IPT procedures, both internal and external to the division (to include all tenant units). The IPT and diversion process allows for the reassignment of Soldiers on Fort Carson to optimize talent management, mission readiness, career development, and retention.

a. SMD retains the authority to divert inbound personnel upon arrival.

b. Brigade-level concurrence is not required if the diversion or IPT is directed by the 4ID Command Group.

c. Brigade concurrence does not constitute final approval for the Soldier movement.

d. SMD will not approve diversions for personnel within 60 days of their report date.

3. Exceptions to Policy. Diversions/IPT orders may be issued under the following conditions:

a. Military Occupational Specialty (MOS) is not authorized due to ARSTRUC changes.

b. Gaining unit is at or above target strength.

c. Soldiers do not have the proper restriction/readiness code. Soldiers that are not coded properly will send the incorrect demand signal for a backfill.

d. Unit meets the current Active Component Manning Guidance (ACMG) category fill.

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e. Soldiers require reassignment due to failure to complete Army schools.

f. Any IPTs identified by BDE CMD teams/BDE S1 Teams must be submitted to G1 SMD Team for placement of the SM via email in the template provided on the IPT Exception #6 workflow.

4. Approval Authority.

a. Enlisted Personnel (E1–E9): Final approval rests with the Division Command Sergeant Major (DCSM) and G1 Sergeant Major (SGM).

1) DCSM will notify Brigade CSMs of any IPT/diversion decisions.

2) G1 SMD will notify Brigade S1s once a decision is made.

b. Warrant Officers and Company Grade Officers (WO1–CPT): Final approval rests with the SMD OIC, Deputy G1, and Senior Warrant Officer. Deputy G1 will notify Brigade Executive Officers (XOs) following IPT/diversion decisions.

c. Field Grade Officers (MAJ and above): Final approval rests with the Division Chief of Staff and G1. G1 will notify Brigade Commanders of any applicable decisions.

5. The point of contact for this memorandum is the 4ID G1, LTC Bennetta L. Hamm at 719-503-0101 or bennetta.l.hamm.mil@army.mil. The point of contact for the G1 SMD is usarmy.carson.4-id.list.g1-strength-management@army.mil.



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