



WARRANT OFFICER CANDIDATE APPEARANCE CHECKLIST



Name: _____ DOD: _____ Grade: _____

Branch/MOS _____ Email Address: _____

Duty Status (select one): M-DAY TECH AGR

Unit: _____ UIC: _____ IPPS-A Position Number: _____

PARA/LINE: _____ Duty Position: _____

R&R POC: _____ Phone #: _____

REQUIRED ITEMS:	WORKCENTER	COMMENTS / NOTES	INITIALS
Selection Board Record Brief	R&R	Record Brief must be validated by the Officer within 60 days of the board date https://www.hrc.army.mil/ > Record Review Tool > Soldier Self Service	
OERS/NCOERS	R&R	All evaluation reports	
Individual Training Report (ITR)	R&R	DTMS report showing ACFT within 12 months and HTWT within 6 months. See Appendix J in OPB SOP for instructions	
Letters Of Recommendation	R&R	Minimum of three recommendations one each from the candidate's Command, State CCWO, SR WO (CCWO LOR does not apply to flight WOs)	
NGB Form 62E	R&R	With remarks page 3 (SGLI election/tax withholding/ Obligation SOU). Original signatures and commissioning source	
Approved Waiver(s)	R&R	REQUIRED if "YES" in section II blocks 14, 15, or 16 on NGB Form 62E. Must be approved by HRH prior to packet submission	
Promotion Information Record (PIR)	R&R	Attach the updated PIR from IPPS-A. Position details must match NGB Form 62E and GA 0227-R	
DD Form 2808	R&R	Chap II "commissioning" physical (DD Form 2808) or GENESIS printout dated within 24 months prior to the effective date (waivers if applicable)	
Security Clearance	R&R	Verification of Security Clearance memo signed by a security manager and continuous evaluation within 5 years	
Civilian Education	R&R	College transcript sent from school registrar to GA-G1-0 or GA-RR. Memorandum from G-1 education office validating transcript. Degree with "conferred" or "awarded" date	
PRIOR SERVICE RECORDS Retirement Points Statement/ Initial Appointment Order (If Applicable)	R&R	Appointments/promotions/orders/ DD 214s, NGB 22s or other component service records of service. Include: NGB Form 23 RPAM Statements, DA Form 1380 (Proof of duty performance), DARP 249 (proof of Army Reserve Duty), DD Form 1383 (proof of Army Reserve Duty), AF Form 526 (ANG/USAFR Point Summary), NAVPERS Form 1070-611 (Record of Naval Reserve Service), NAVPERS Form 1070-611 (Record of Naval Reserve Service), DA Form 1506 (Statement of Service)	
Birth Certificate or Naturalization Documents	R&R	Photocopy of birth certificate, DA Form 5252-R, or citizenship verification Memo (NGR 600-101)	
Proponent Pre-Determination Memo (Aviators require only SAAO memo)	R&R	R&R processes pre-determination to proponent with memo	
Copy of SSN Card	R&R	Photocopy of card or statement (Fig. 3-3, NGR 600-100)	

Send packet as a PDF Portfolio via IPPS-A Customer Relationship Management (CRM)

CRM Naming Convention: MMM FRB - WOC APPEAR XXX NAME

Figure 2-1, GAARNG G-1/HR Actions Branch 1 October 2024