



OFFICER APPOINTMENT CHECKLIST

ROTC & ECP OFFICER



Name: _____ DOD: _____ Grade: _____

Branch/AOC: _____ 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	COMENTS/NOTES	INITIALS
Type Appointment	R&R	ECP <input type="checkbox"/> ROTC <input type="checkbox"/>	
NGB Form 62E	R&R	With remarks page 3 (SGLI election/tax withholding/ Obligation SOU). Original Signatures (Commissioning Source)	
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	
NGB Form 337	R&R	Submit with full signature. Date must match DA Form 71 and ROTC Delegation Memo	
DA Form 71 – Oath of Office	R&R	Submit with full signatures. Date must match NGB Form 337 and ROTC Delegation Memo	
ROTC Delegation Memo	R&R	ROTC initial appointment Memorandum from ROTC program appointing Officer. Date must match NGB Form 337 and DA Form 71	
Copy of SSN Card	R&R	Photocopy of card (Fig. 3-3, NGR 600-100)	
Birth Certificate or Naturalization Documents	R&R	Photocopy of birth certificate, DA Form 5252-R, or citizenship verification Memo (NGR 600-100)	
Commissioning Physical	R&R	Chap II "commissioning" physical (DD Form 2808)/GENESIS printout dated within 24 months prior to the effective date. Medical Waivers from Cadet Command do not suffice for ARNG Accession purposes	
Security Clearance/SOU	R&R	Verification of Security Clearance memo signed by Security Manager. Continuous evaluation within 5 years. SOU required if Security Clearance has not been awarded	
Prior Service Records (Appointments/Promotions/Orders/ DD 214s or NGB 22s)	R&R	Must provide at a minimum the 2LT appointment memo and current promotion or Copies of all contracts (if applicable); if enlisted, see SOP/ Checklist for NGB Form 22	
Discharge Memo	R&R	Copy of discharge memo from ROTC Cadet Command (SMP only)	
Statement of Understanding	R&R	* ECP ONLY (See Appendix K) Unit statement signed by BN CDR and SM statement signed by SM	
Reduction Order	R&R	Order reducing Soldier from the SMP/ROTC promotion	
Bonus Addendum	R&R	Attach Addendum (if applicable)	
Guaranteed Reserve Force Duty (GRFD) / SMP Contract / Scholarship-Contract	R&R	Scholarship recipient? (GFRD, GMS, Dedicated Guard Scholarship) Attach a copy	
Statement of Understanding for Completion of OBC	R&R	DD Form 4572. See Appendix N in OPB SOP for example	
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	
O1E Verification	R&R	REQUIRED: RPAM statement downloaded and reviewed within 5 days of submitting packet. Must have 1460 points (IDT and AD cumulative)	DATE:

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

CRM Naming Convention: INIT ROTC XXX NAME

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