



# OCS APPEARANCE CHECKLIST

## INITIAL APPOINTMENT (not to include special branch)

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	COMMENTS/NOTES	INITIALS
Type Appointment	R&R	OCS Federal <input type="checkbox"/> OCS State <input type="checkbox"/> OCS Accelerated <input type="checkbox"/>	
NGB FORM 62E	R&R	With remarks page 3 (SGLI election/tax withholding/ Obligation SOU). Original Signatures.	
Letters of Recommendation	R&R	Letter of recommendation from Soldiers command recommending them for Officer Candidate School. Command can include recommendation for certain branch but is not required. (not applicable to 09S)	
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.	
Copy of SSN Card	R&R	Photocopy of card or statement (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)	
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	
Commissioning Physical	R&R	Chap II (DD Form 2808), GENESIS printout, or DODMERB physical dated within 24 months of effective date. (Waivers if applicable)	
Selection Board Record Brief	R&R	ERB must be validated by the Soldier within 60 days of the date of the Board. <a href="https://www.hrc.army.mil/">https://www.hrc.army.mil/</a> > Record Review Tool > Soldier Self Service	
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	
Security Clearance/ SOU	R&R	Verification of Security Clearance memo. Statement of Understanding required if clearance has not been awarded. Continuous evaluation within 5 years	
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)	
OERS/NCOERS	R&R	All evaluation reports (if applicable)	

**Send packet as a PDF Portfolio via IPPS-A Customer Relationship Management (CRM)**  
**CRM Naming Convention: MMM FRB-OCS APPEAR XXX NAME**

Figure 2-3a, GAARNG G-1/HR Actions Branch 1 October 2024