



AMEDD OFFICER APPOINTMENT CHECKLIST

INITIAL/ REAPPOINTMENT/BREAK IN SERVICE OR COMMISSION



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 #: _____

<u>REQUIRED ITEMS:</u>	<u>WORKCENTER</u>	<u>COMMENTS/NOTES</u>	<u>INITIALS</u>
NGB FORM 62E	R&R	With remarks page 3 (SGLI election/tax withholding/ Obligation SOU). Original Signatures.	
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.	
NGB Form 337	R&R	Submit with full signatures. Date must match DA Form 71 and NGB Form 62E	
DA FORM 71 – Oath Of Office	R&R	Submit with full signatures. Date must match NGB Form 337 and NGB Form 62E	
Copy of SSN Card	R&R	Photocopy of card or statement (Fig. 3-3, NGR 600-100). Not needed for reappointment from MS to MC/DC.	
Birth Certificate or Naturalization Documents	R&R	Photocopy of birth certificate, DA Form 5252-R, or citizenship verification Memo (NGR 600-100). Not needed for reappointment from MS to MC/DC.	
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.	
Commissioning Physical	R&R	Chap II (DD Form 2808), GENESIS printout, or DODMERB physical dated within 24 months of effective date. Medical waivers if applicable	
Professional Qualifications (Excluding 70B)	R&R	Professional Licenses/Certifications, Residency Contract/Residency completion certificate	
Course Completion Certificate (If applicable)	R&R	OCS/Graduation Certificate/ DA Form 1059	
USAREC Board Results	R&R	AMEDD approval authority	
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	DD 214s, NGB 22s or other component service records of service. Reappointment only needs most recent appointment or promotion FEDREC order. 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)	
Professional CV Resume	R&R	Medical Licenses, Residency contract/Residency Completion Cert, Internships/Fellowships. See Appendix H in OPB SOP for example	
OERS/NCOERS	R&R	Last 3 evaluations. Provide a memo of explanation if Soldier has less than 3 evaluations signed by Commander	
Bonus Addendum	R&R	Attach Addendum (if applicable)	
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:
Constructive Credit Worksheet	R&R	DA Form 5074-R	
Credentialing Confirmation Memo	OPB	MC, AN, DC, and SP will have a confirmation memorandum verifying that the officer is credentialed in the official military credentialing system	

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

CRM Naming Convention: INIT SPEC XXX BR NAME

Figure 2-5, GAARNG G-1/HR Actions Branch 1 October 2024