



JAG 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 #: _____

REQUIRED ITEMS:	WORKCENTER	COMMENTS/NOTES	INITIALS				
Type Appointment	R&R	Initial <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td></tr></table> Reappointment <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 15px;"></td><td style="width: 20px; height: 15px;"></td></tr></table>					
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)					
Birth Certificate or Naturalization Documents	R&R	Photocopy of birth certificate, DA Form 5252-R, or naturalization MFR PLUS passport or consular certificate					
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)					
Professional License	R&R	State law license or certificate of good standing from State					
Course Completion Certificate (If applicable)	R&R	OCS/Graduation Certificate/ DA Form 1059					
JAG Board Results	R&R	USAREC approval authority					
JAG Predetermination Memo	R&R	OTJAG approval memorandum (Does not suffice as age waiver)					
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.					
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	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:				

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

CRM Naming Convention: INIT SPEC XXX JA NAME