



OFFICER/WARRANT INITIAL APPOINTMENT AFTER BREAK IN SERVICE (Not for 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 of Appointment	R&R	Same Grade <input type="checkbox"/> Grade Change <input type="checkbox"/>	
Proponent Pre-Determination Memo, Board Results, Endorsements, or Applicable DA Form 1059	R&R	R&R processes pre-determination to proponent with memo, board results, endorsements, or 1059	
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/ Professional License	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)	
Security Clearance	R&R	WITH GRADE CHANGE ONLY Verification of Security Clearance memo (Applicants for MI appointment must provide evidence that a SBI has been initiated)	
Prior Service Records Retirement Points Statement/ Initial Appointment Order	R&R	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)	
Appointment or Promotion Order	R&R	Last or current appointment or promotion FEDREC order	
Bonus Addendum	R&R	Attach Addendum (if applicable)	
OERS/NCOERS	R&R	Last 3 evaluations. Provide a memo of explanation if Soldier has less than 3 evaluations signed by Commander	
Officer Resume/Biography/ Statement for Consideration	R&R	Resume/Biography of the Officer for the FEDREC board members	

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

CRM Naming Convention: MMM FRB – REAPT XXX NAME

Figure 2-9, GAARNG G-1/HR Actions Branch 1 October 2024