



**Officer In-Service Recruit
Incoming Checklist**
RELEASED FROM ACTIVE DUTY/
USAR / OTHER SERVICE
(No Break in Service)

Name: _____ DOD: _____ Grade: _____

Duty Status (select one): M-DAY TECH AGR IPPS-A Position Number: _____

Branch: _____ Duty Para/LN: _____ DMOS: _____ Duty Title: _____

Unit: _____ UIC: _____ MSC: _____

Packet Submitted By: _____ 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	
Certificate Of Service (DD214 / NGB22)	R&R	All certificates of service INCLUDING DD 214 from CURRENT period of service	
Conditional Release DD 368 (If Applicable)	R&R	Provide copy of DD 368 releasing Officer from another component	
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	
Current Physical	R&R	Individual Medical Report (IMR) with a valid PHA within 12 months or DD 2808 current within 24 months. Waivers if applicable Aviation include DA Form 4186	
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	R&R	Verification of Security Clearance memo. Statement of Understanding required if clearance has not been awarded	
Appointment FEDREC	R&R	Provide NGB 0122E from Initial appointment and latest Promotion	
Bonus Addendum	R&R	Attach Addendum (if applicable)	

DA PROMOTION SELECTION BOARD VERIFICATION

- DOR for current grade: _____
- Has been considered by a DA Promotion Selection Board (PSB) at current grade. YES NO
- If yes, select board status: Pending Results Selected 1XNS 2XNS SELCON
- Officers that have been considered by the DA PSB for their current grade must provide proof of last DA results. (Letter of notification, Memorandum from losing state OPM, Board results)

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

CRM Naming Convention: INIT TRF FR USAR XXX NAME