



OCS APPOINTMENT 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.	
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 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. https://www.hrc.army.mil/ > Record Review Tool > Soldier Self Service	
Course Completion Certificate	R&R	OCS Graduation Certificate/ All DA Form 1059s	
Reduction Order	R&R	Orders reducing from cadet promotion, if applicable	
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	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: MMM FRB-INIT OCS XXX NAME