



**OFFICER CANDIDATE
APPEARANCE**



Figure 2-2
1 October 2025

Section A: Administrative Data

NAME:		DOD:		GRADE:	DOR:	BRANCH	
UIC:	POSN TITLE:		PARA/LIN:	POSITION #:	POSCO:		
DUTY STATUS:			PACKET COMPLETED BY:				
MDAY	AGR	TECH					
FRB DATE			PACKET SUBMITTED TO OPM BY:			DATE	

Section B: These items will be reviewed in the system of record and verified by WOSM

REVIEWED ITEMS	COMMENTS/NOTES	INITIALS
Individual Training Record	AFT DATE: Pass/Fail:	
	HT/WT DATE: Pass/Fail:	
	AFT must be within 12 months for MDAY and 6 months for AGR. HT/WT must be within 6 months for all.	
Highest Civilian Education	LEVEL: IPERMS:	

Section C: These documents will be provided to G1 OPM after review at by WOSM

REQUIRED ITEMS	DOC:	COMMENTS/NOTES	INITIALS
NGB Form 62E	NGB62E	Name matches Birth Certificate Y/N:	
		Name matches SSN Y/N:	
		Name matches DA 71 Y/N:	
		Name matches NGB 337 Y/N:	
		Remarks (pg 3):	
		Signature (pg 4):	
Commissioning Physical DD Form 2808	DD2808/ Genesis	Date:	
		Drug and Alcohol Results:	
		Pregnancy Test:	
Birth Certificate or Naturalization Documents	BC	Name matches SSN Y/N:	
Copy of SSN Card	SSN	Name matches Birth Certificate Y/N:	
Security Clearance Memo	Security	Statement of Understanding if clearance has not been awarded. CE date must be within 5 years.	

Section C: These documents will be provided to G1 OPM after review at by WOSM

REQUIRED ITEMS	DOC:	COMMENTS/NOTES	INITIALS
Flight Physical (if applicable)	AERO	Fort Novosel Stamp:	
Letters of Recommendation	LOR	Letter of recommendation from Soldiers command recommending them for Officer Candidate School.	
Proponent Pre-Determination Memo (Aviators require only SAAO memo)	PDP	Proponent Pre-Determination Memo (Aviators require only SAAO memo)	
Evaluation Reports	EVAL	Provide all evaluation reports. *Memo required if there is a gap between dates. Must be signed by the Commander.*	
ATTRS	ATTRS	Include a screenshot of applicable ATTRS enrollments, cancellations, and failures.	
Approved Waiver(s)	WAIVER	Must be approved by HRH prior to packet submission.	
Suitability Waiver (if applicable)	S-Waiver	CLevel:: Waiver Required:	
		Waiver Approved:	
Prior Service Records	PR SVC	Appointments/promotions/orders/ DD 214s, NGB 22s or other component service records of service.	

All required documents will be labeled as Last Name_DOC and added to a PDF Portfolio for submission to OPM.

RESET