



OFFICER CANDIDATE APPOINTMENT



Figure 2-4
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 OSM.

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.	

Section C: These documents will be provided to G1 OPM after review at OSM.

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):	
		Signature (pg 5):	
Suitability Waiver (if applicable)	S_WAIVER	Level: Required:	
		Waiver Approved:	
Commissioning Physical DD Form 2808	DD2808/ GENESIS	Date:	
		Drug and Alcohol Results:	
		Pregnancy Test:	
Commissioning Physical DD Form 2807	DD2807	Date:	

Section C: These documents will be provided to G1 OPM after review at OSM.

REQUIRED ITEMS	DOC:	COMMENTS/NOTES	INITIALS
Flight Physical (if applicable)	AERO	Fort Novosel Stamp:	
NGB Form 337	NGB337	Name matches Birth Certificate Y/N:	
		Name matches SSN Y/N:	
		Date matches DA Form 71:	
DA Form 71	DA71	Name matches Birth Certificate Y/N:	
		Name matches SSN Y/N:	
		Date matches NGB Form 337 Y/N:	
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.	
Civilian Education	CIVED	LEVEL: IPERMS:	
Reduction Orders	REDORD	Required if received Cadet promotion	
OCS Course Completion	OCS	OCS Graduation Certificate	
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