



RESERVE OFFICER TRAINING CORPS
INITIAL APPOINTMENT (NOT AMEDD)



Figure 2-9
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		
TYPE OF APPOINTMENT		PACKET SUBMITTED TO OPM BY:		DATE

Phase 1: These documents will be submitted 60 days prior to the Cadet's anticipated graduation date.

DOCUMENT	DOC NAME	COMMENTS/NOTES	INITIALS
Copy of SSN Card	SSN	Name matches Birth Certificate Y/N:	
Birth Certificate or Naturalization Documents	BC	Name matches SSN Y/N:	
NGB Form 62E (unsigned)	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):	
Approved Waiver(s)	WAIVER	Must be approved by HRH prior to packet submission.	
Security Clearance Memo	Security	Statement of Understanding if clearance has not been awarded. CE date must be within 5 years.	
Commissioning Physical DD Form 2808	DD2808/ GENESIS	Date:	
		Drug and Alcohol Results:	
		Pregnancy Test:	

Phase 2: These documents will be submitted 30 days prior to the Cadet's anticipated graduation date.

DOCUMENT	DOC NAME	COMMENTS/NOTES	INITIALS
Prior Service Records	PR SVC	Appointments/promotions/orders/ DD 214s, NGB 22s or other component service records of service.	

Phase 3: These documents will be submitted 5 days after to the Cadet's graduation date.

DOCUMENT	DOC NAME	COMMENTS/NOTES	INITIALS
ROTC Delegation Memo	ROTC	ROTC initial appointment Memorandum from ROTC program appointing Officer. Date must match NGB Form 337 and DA Form 71	
Discharge Memo	DSCH	Copy of discharge	

Phase 3: These documents will be submitted 5 days after to the Cadet's graduation date.

DOCUMENT	DOC NAME	COMMENTS/NOTES	INITIALS
NGB FORM 62E (signed)	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):	
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	
Reduction Order	REDORD	Order reducing Soldier from the SMP/ROTC promotion	
Early Commissioning Program	DA 597-4	Provide all copies of DA 597 series	
Statement of Understanding for Completion of OBC	SOU_OBC		

Phase 4: These documents will be submitted 7-10 days after to the Cadet's graduation date.

DOCUMENT	DOC NAME	COMMENTS/NOTES	INITIALS
Civilian Education	CIVED	CIVED Completed:	
		Certified Y/N: iPERMS Y/N:	
Professional Licenses (If applicable)	ProLic	IF APPLICABLE	

All required documents will be labeled as Last Name_DOC and added to the appropriate Teams folder.

RESET