



**INITIAL APPOINTMENT AFTER
BREAK IN SERVICE < 12m**



Figure 2-12
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
NONE		

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

REQUIRED ITEMS	DOC:	COMMENTS/NOTES	INITIALS
Birth Certificate or Naturalization Documents	BC	Name matches SSN Y/N:	
Copy of SSN Card	SSN	Name matches Birth Certificate Y/N:	
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):	
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:	

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

REQUIRED ITEMS	DOC:	COMMENTS/NOTES	INITIALS
Security Clearance Memo	Security	Statement of Understanding if clearance has not been awarded. CE date must be within 5 years.	
Flight Physical (if applicable)	AERO	Fort Novosel Stamp:	
Periodic Health Assessment (Currently serving or appointment after a break in service < 12m)	PHA	PHA Date: MRC:	
		PHA Date must be within 1 year. MRC must be 1/2/3.	
	PHAMemo	Validation memo signed by State/Deputy Surgeon IAW PPOM 23-044	
Civilian Education	CIVED	LEVEL: IPERMS:	
Most Recent Promotion Document	PROMORD		
Proponent Predetermination Memo	PDP	Proponent Pre-Determination Memo	
Approved Waiver(s)	WAIVER	Must be approved by HRH prior to packet submission.	
Discharge Document	PR SVC	DD214 or equivalent to show discharge from previous component.	

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

RESET