



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

Figure 2-13
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:	
Proponent Predetermination Memo	PDP	Proponent Pre-Determination Memo if coming into a different branch.	
Discharge Document	PRSVC	DD214 or equivalent to show discharge from previous component.	
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:	
Commissioning Physical DD Form 2808	DD2808/ GENESIS	Date:	
		Drug and Alcohol Results:	
		Pregnancy Test:	
Commissioning Physical DD Form 2807	DD2807	Date:	
Civilian Education	CIVED	LEVEL: IPERMS:	
Most Recent Promotion Document	PROMORD		
Approved Waiver(s)	WAIVER	Must be approved by HRH prior to packet submission.	

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

RESET