



INITIAL APPOINTMENT  
FROM COMPONENTS OTHER THAN ARMY



Figure 2-14  
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:                                                           |          |
| 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. |          |
| 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 |
|----------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------------------------------------------------------------------------------------|----------|
| Civilian Education                                                                                                               | CIVED              | LEVEL: IPERMS:                                                                                        |          |
| Periodic Health Assessment<br>(Validation Memo Required)<br>(Currently serving or appointment<br>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<br>IAW PPOM 23-044                                     |          |
| Commissioning Physical<br>DD Form 2808                                                                                           | DD2808/<br>GENESIS | Date:                                                                                                 |          |
|                                                                                                                                  |                    | Drug and Alcohol<br>Results:                                                                          |          |
|                                                                                                                                  |                    | Pregnancy Test:                                                                                       |          |
| Commissioning Physical<br>DD Form 2807                                                                                           | DD2807             | Date:                                                                                                 |          |
| Aviator Specific                                                                                                                 | MEMO               | Aeromedical provider validation memo                                                                  |          |
|                                                                                                                                  | DD2992             | Full Flying Duties:                                                                                   |          |
| Proponent Predetermination Memo                                                                                                  | PDP                | Proponent Pre-Determination Memo if coming<br>into a different branch.                                |          |
| Most Recent Promotion Document                                                                                                   | PROMORD            |                                                                                                       |          |
| Prior Service Records                                                                                                            | PR SVC             | Appointments/promotions/orders/ DD 214s, NGB<br>22s or other component service records of<br>service. |          |

**All required documents will be labeled as Last Name\_DOC and added to a PDF Portfolio for submission to OPM.**

**RESET**