



Figure 3-2
1 October 2025

Section A: Administrative Data

NAME:			DOD:			GRADE:		DOR:		BRANCH		MOS (WO only)	
UIC:		POSN TITLE:			PARA/LIN:		POSITION #:		POSCO:		POSCO (WO only):		
DUTY STATUS:			PACKET COMPLETED BY: PACKET										
MDAY		AGR		TECH									
FRB DATE				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

DD Form 368

DD368

Date:

Signatures:

Civilian Education

CIVED

LEVEL:

IPFRMS:

Approved Waiver(s)

WAIVER

Must be approved by HRH prior to packet submission.

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 (Warrant Only)

DA71

Name matches Birth Certificate Y/N:

Name matches SSN Y/N:

Date matches NGB Form 337:

Security Clearance Memo

SECURITY

Statement of Understanding if clearance has not been awarded. CE date must be within 5 years.

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

REQUIRED ITEMS	DOC:	COMMENTS/NOTES	INITIALS
Periodic Health Assessment	PHA	PHA Date: MRC:	
		PHA Date must be within 1 year. MRC must be 1/2/3.	
		Validation memo signed by State/Deputy Surgeon IAW PPOM 23-044	
Flight Specific	AEROMEMO	Aeromedical provider validation memo	
	DD2992	Must indicate FFD	

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

RESET