

## OFFICER APPOINTMENT CHECKLIST INITIAL APPOINTMENT

**NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_  
**HOME PHONE:** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_  
**EMAIL ADDRESS:** \_\_\_\_\_  
**UNIT:** \_\_\_\_\_ **UIC:** \_\_\_\_\_ **IPPSA POSN #:** \_\_\_\_\_  
**PARA/LINE:** \_\_\_\_\_ **UNIT POC/PHONE:** \_\_\_\_\_  
**R&R POC/PHONE:** \_\_\_\_\_ **EFFECTIVE DATE:** \_\_\_\_\_

<u>REQUIRED ITEMS:</u>	<u>WORKCENTER</u>	<u>COMMENTS/NOTES</u>	<u>INITIALS</u>
TYPE OF APPOINTMENT	OSM/WOSM	ROTC _____ ECP _____ RACE (for IPPSA) OCS _____ DIRECT APPT _____ ETHNICITY (for IPPSA) _____	
PROPONENT PRE-DETERMINATION MEMO	OSM/WOSM	R&R processes pre-determination to proponent with memo	
NGB FORM 62E	OSM	With remarks page 3 (SGLI election/tax withholding/ Obligation SOU). Original Signatures.	
NGB FORM 337	OSM	Submit with full signatures	
DA FORM 71 – OATH OF OFFICE	OSM	Submit with full signatures	
COPY OF SSN CARD	OSM	Photocopy of card or statement (Fig. 3-2, NGR 600-100)	
BIRTH CERTIFICATE or NATURALIZATION DOCUMENTS	OSM	Photocopy of birth certificate, or statement of citizenship (Fig. 3-1, NGR 600-100)	
CIVILIAN EDUCATION	OSM	College transcript sent from school registrar. Memorandum from state education office validating transcript.	
DD FORMS 2808 and or 2807-1	OSM	Current within 2 years	
RECORD BRIEF	OSM	ERB must be validated by the Officer and certified by a certifying official (SELECTION BOARD BRIEF ONLY)	
COURSE COMPLETION CERTIFICATE	OSM	OCS/WOCS Graduation Certificate/ DA Form 1059	
DA FORM 705 (APFT SCORECARD)	OSM	Current within 1 year. AGRs must be current within 6 months. Last three APFTs or minimum of 1 with MFR.	
HT/WT STATEMENT	OSM	Within 6 months. Include DA Form 5500/5501 (if applicable)	
SECURITY CLEARANCE	OSM	Verification of Security Clearance memo	
GANG Form 0147-R	OSM	Signed by 1st O-6 Commander or designated representative	
PRIOR SERVICE RECORDS/ RETIREMENT POINTS STATEMENT	OSM	Appointments, promotions, orders, DD 214s, NGB 22s, or other component service records of service.	
OERS/NCOERS	OSM	Minimum of three evaluation reports	
MSC COMMANDER ENDORSEMENT * DIRECT COMMISSION ONLY	OSM	MSC Commander endorsement recommending Officer	
BONUS ADDENDUM	OSM	Attach Addendum (if applicable)	
WAIVER(S)	OSM	REQUIRED if "YES" in section II blocks 14, 15, or 16 on NGB Form 62E. Must be approved by HRH prior to packet submission.	
O1E VERIFICATION	OSM	REQUIRED: RPAM statement downloaded and reviewed within 5 days of submitting packet. Must have 1460 points (IDT and AD cumulative). YES _____ NO _____	<b>DATE:</b>

**Send packet in a single scanned .pdf file via IPPSA Administrative Corrections PAR**