

OFFICER INCOMING IST CHECKLIST

(For R&R OSM use only)

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>WORKCENTE R</u>	<u>COMMENTS/NOTES</u>	<u>INITIALS</u>
DA 4187	INDIV / UNIT	Completed by individual and signed by Officer's unit commander.	
CONDITIONAL RELEASE	LOSING STATE	Completed by Officer's State OPB (or state appropriate Officer Management Office or CG.	
DD FORMS 2808 and or 2807-1	INDIV	Periodic Health Assessment (current within 1 year) or DD Form 2808/2807 (current within 2 years) and any supporting documents. Aviation include DA Form 4186.	
CURRENT PQR	INDIV	Highlight or circle MIL ED, CIV ED, Branch, Branch School completed and Physical data within 90 days	
OFFICER RECORD BRIEF	INDIV	ORB must be validated by the Officer and certified by a certifying official (SELECTION BOARD BRIEF ONLY)	
CURRENT RPAM STATEMENT	INDIV		
PERM FED REC	LOSING STATE / INDIV	Fed Rec orders for initial appointment and current grade	
GANG 0147-R	OSM	Signed by 1st O6 commander in gaining MSC or designated representative	
NGB 337	R&R	Submit with full signatures	
DA PROMOTION SELECTION BOARD VERIFICATION	OSM	Previously considered by DA PSB? YES NO Board results? Selected 1xNS 2xNS SELCON If previously considered, must provide proof of results (letter of notification or board results)	
COS APPROVAL	OPB	If field grade Officer, approval required from Chief of Staff	

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