

## OFFICER/WARRANT OFFICER APPOINTMENT CHECKLIST

### ACCESSION FROM DIFFERENT COMPONENT

**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>
NGB FORM 62E	INDIV / R&R	With remarks page 3 (SGLI election/tax withholding/ Obligation SOU). Original Signatures.	
NGB FORM 337	R&R	Submit with full signatures	
DA FORM 71 – OATH OF OFFICE	INDIV / R&R	Submit with full signatures	
CERTIFICATE OF SERVICE (DD214/NGB22)	INDIV	All certificates of service INCLUDING DD 214 from CURRENT period of service	
CONDITIONAL RELEASE DD 368 (If applicable)	INDIV	Provide copy of DD 368 releasing Officer from the USAR	
BIRTH CERTIFICATE or NATURALIZATION DOCUMENTS	INDIV	Birth certificate, or statement of citizenship per NGR 600-100	
CIVILIAN EDUCATION	INDIV / R&R	College transcript sent from school registrar to GA-G1-0 or GA-RR. Memorandum from state education office validating transcript	
CURRENT PHYSICAL	INDIV	PHA (Current w/in one year) or DD Form 2808/2807-1 (Current w/in one year) and supporting documents. Aviation include DA Form 4186. If over 6 months, include HT/WT statement.	
SECURITY CLEARANCE	R&R	Verification of Security Clearance memo	
INITIAL PERM FED REC	INDIV / R&R		
GAARNG FORM 0147-R	GAINING MSC / R&R	Signed by 1st O6 commander in gaining MSC or designated representative	
BONUS ADDENDUM	INDIV / R&R	Attach Addendum (if applicable)	
MSO REDUCTION DOCS	INDIV	Attach Addendum (if applicable)	
WAIVER(S)	INDIV/R&R	REQUIRED if “YES” in section II blocks 14, 15, or 16 on NGB Form 62E. Must be approved by HRH prior to packet submission.	
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**