

OFFICER REAPPOINTMENT CHECKLIST

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 APPOINTMENT	INDIV / R&R	Same Grade _____ Ethnicity (for IPPS-A) _____ Grade Change _____ Race (for IPPS-A) _____	
NGB FORM 89 (FEDREC)/ PROPONENT PRE- DETERMINATION MEMO, BOARD RESULTS, ENDORSEMENTS, OR APPLICABLE DA FORM 1059	OPB/ R&R	R&R processes pre-determination to proponent with memo, board results, endorsements, or 1059/ OPB schedules FEDREC board and completes NGB Form 89. OPB to submit separation order if required.	
NGB FORM 62E	INDIV / R&R	With remarks page 3 (SGLI election/tax withholding/ Obligation SOU). Original Signatures.	
NGB Form 337	INDIV / R&R	Submit with full signatures	
DA FORM 71 – OATH OF OFFICE	INDIV / R&R	WITH GRADE CHANGE OR RE-ENTRY TO SERVICE ONLY	
COPY OF SSN CARD	INDIV	WITH GRADE CHANGE OR RE-ENTRY TO SERVICE ONLY Photocopy of card or statement (Fig. 3-3, NGR 600-100)	
BIRTH CERTIFICATE or NATURALIZATION DOCUMENTS	INDIV	WITH GRADE CHANGE OR RE-ENTRY TO SERVICE ONLY Birth certificate, or statement of citizenship (NGR 600-100)	
CIVILIAN EDUCATION/ PROFESSIONAL LICENSE	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	DD Form 2808/2807-1 or DoDMERB (Current within 2 years/ 12 months for flight status) and supporting documents.	
SECURITY CLEARANCE	R&R	WITH GRADE CHANGE ONLY Verification of Security Clearance memo (Applicants for MI appointment must provide evidence that a SBI has been initiated)	
PRIOR SERVICE RECORDS/ RETIREMENT POINTS STATEMENT/ INITIAL APPOINTMENT ORDER	INDIV / UNIT	Appointments/promotions/orders/ DD 214s, NGB 22s or other component service records of service. Include: NGB Form 23 RPAM Statements, DA Form 1380 (Proof of duty performance), DARP 249 (proof of Army Reserve Duty), DD Form 1383 (proof of Army Reserve Duty), AF Form 526 (ANG/USAFR Point Summary), NAVPERS Form 1070-611 (Record of Naval Reserve Service), NAVPERS Form 1070-611 (Record of Naval Reserve Service), DA Form 1506 (Statement of Service)	
BONUS ADDENDUM	INDIV / R&R	Attach Addendum (if applicable)	
GANG Form 0147-R	GAINING MSC / R&R	Signed by 1st O6 commander in gaining MSC or designated representative	
OFFICER EVALUATION REPORT	INDIV	All OERs-current grade (If less than 3 OERs then attach MFR)	
OFFICER RESUME/BIOGRAPHY/ STATEMENT FOR CONSIDERATION	INDIV	FOR RE-ENTRY ONLY(Attachments #1 and #5)	
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.	

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