

**BATTALION ORDER OF ASSEMBLY
FOR BASIC BRANCH COMMISSIONED OFFICER
APPOINTMENT PACKETS (FROM ANOTHER SERVICE – SAME RANK/BRANCH)**

1. NGB Form 62 (Forwarded electronically, and on white paper complete w/signatures)(Must be signed by the Commander [for signatures are not authorized unless by the next higher commander])
 2. Copy of Reserve of the Army appointment and promotion letters
 3. Copy of Officer Record Brief (if applicable)
 4. MEDPROS printout reflecting physical exam within past 12 months, or DD 2807-1 & 2808 within past 5 years and a PHA
 5. Civilian education (Official college transcripts – cannot be stamped “Issued to Student”)
 6. NGB Form 337
 7. Military education (OCS/ROTC diploma or DA Form 1059/diploma for current grade and branch)
 8. TAG/CNGB/SA waiver approval (when applicable) – Must be approved prior to FR Board
 9. Aeronautical aviation orders and/or Aviation service order request (when applicable)
 10. Statement of military service obligation IAW AR 135-91 (when applicable)
 11. DD Form 368 (when coming from any active status) or NGB Form 60 (when coming from USAR Ctl Gp)
 12. DD Form 214(s) and NGB Form 22(s) (as applicable)
 13. Birth Certificate (or statement in Fig. 3-1 or 3-2, NGR 600-100)
 14. Copy of SSN card (or statement in Fig 3-3, NGR 600-100)
 15. Statement of understanding if unable to complete 20 years of service for retirement (Fig. 3-6, NGR 600-100)(when applicable)
 16. Award orders and citations
 17. DA Form 705
 18. SGLV 8286 & SGLV 8286A
 19. DD Form 93
 20. W-4 , SF 1199A, & DD FORM 2058
 21. AGO ID Form 103
 22. Dependant Birth Certificates/Marriage Certificate/Divorce decree (for inclusion in 201 file)
- NOTE: Continue in succeeding order when a document is not applicable.**