

**BATTALION ORDER OF ASSEMBLY
FOR BASIC BRANCH COMMISSIONED OFFICER
APPOINTMENT PACKETS**

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. NGB Form 337 & DA Form 71
3. NGB Form 60 or DD Form 368 (When applicable)
4. Military education (OCS/ROTC diploma or DA Form 1059/diploma for current grade and branch)
5. Civilian education (Official college transcripts – cannot be stamped “Issued to Student”)
6. DD 2807-1 & 2808 (Chapter 2, unless transferring from another service at current rank)
7. DA Form 5500, Body Fat Content Worksheet (when applicable)
8. Copy of SSN card (or statement in Fig 3-3, NGR 600-100)
9. Birth Certificate (or statement in Fig. 3-1 or 3-2, NGR 600-100)
10. Verification of security clearance(load into EPSQ if applicable)(statement completed at state)
11. Statement of military service obligation IAW AR 135-91 (when applicable)
12. TAG/CNGB/SA waiver approval (when applicable)
13. Reserve of the Army appointment and promotion memorandums or orders (when applicable)
14. DD Form 214(s) and NGB Form 22(s)
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. Aviation service order request (when applicable)
18. DA Form 705
19. SGLV 8286, SGLV 8286A
20. DD Form 93
21. W-4 , SF 1199A, & DD FORM 2058
22. AGO ID Form 103
23. Dependant Birth Certificates/Marriage Certificate/Divorce decree (for inclusion in 201 file)

NOTE: Continue in succeeding order when a document is not applicable.