

COMMISSIONED OFFICER TRANSFER FROM THE USAR/IRR CHECKLIST

Reference(s): NGR 600-100 (NGR), Federal Recognition and Related Personnel Actions, Chapter 2, dtd 940415.

- _____ **NGB Form 62-E, Application for Federal Recognition**

- _____ **Request for Conditional Release (DD Form 368 required from USAR)**

- _____ **Military Education. (DA Form 1059)** For RC soldiers - completion of a Military Leadership Development courses such as ROTC, or constructive credit awarded by NGB
- _____ **Civilian Education. (Official Transcript, Cannot accept if issued to student)**

- _____ **Army Physical Fitness Test. (DA Form 705 current within 12 months – USAR only)**

- _____ **Evaluation Reports (DA Form 67-9 last five years (no gaps), Approved Non-Rated Memos,** Sequential, profiled/labeled.

- _____ **Citizenship Verification (Birth Certificate or Naturalization Certificate, SS Card)**

- _____ **Department of the Army (DA) Official Photograph (USAR). (Hardcopy, in color scan copy acceptable)**
Must have a photograph taken within 60 days of a major change in physical and/or uniform appearance, such as a change in weight (gain or loss), receipt of awards (ARCOM & above), qualification badges and grade changes or every 5th year - whichever occurs first.

- __ __ **Copies of Orders for Awards and Decorations**

- __ __ **Form W4 Employee Tax Withholding**

- __ __ **SGLV 8286 SGLI Election (Current Form witnessed and signed)**

- __ __ **DD Form 2058 State of Legal Residence**

- __ __ **SF 1199A Direct Deposit Authorization (Voided Blank Check acceptable if 1199A is not signed by Financial Institution)**

- __ __ **DD Form 93 Record of Emergency Data (Current Form Witnessed and signed)**

- _____ **Military Bio and Officer Record Brief (ORB)**