



903rd CBn, FOO Appointment Checklist

NAME:

ORGANIZATION

REQUIRED DOCUMENTS FOR THE FOO

1. Nomination memorandum from a Lieutenant Colonel (O-5) or above within the chain of command (nomination memorandum must include DEROS or ETS date, whichever occurs first)
2. Rank Waiver for applicants in the grade of E-6
3. Department of Army (DA) Form 577, Appointment/Termination Record for FOO
4. Department of Army (DA) Form 3953, Purchase Request and Commitment (PR&C must have valid, current FY funds)
5. CLM 003 Ethics certificate (WITHIN ONE YEAR)
6. DoD 002 Combating Trafficking in Persons (CTIP) certificate (WITHIN ONE YEAR)
7. 409th CSB, TCC, FOO training certificate
8. Assumption of Command Orders

REQUIRED PAY AGENT DOCUMENTS FOR THE FOO APPOINTMENT (WE DO NOT GIVE THE PAY AGENT TRAINING)

1. Appointment memorandum from a Lieutenant Colonel (O-5) or above within the chain of command (nomination memorandum must now include DEROS or ETS dates)
2. Rank Waiver for applicants in the grade of E-6
3. Pay Agent Statement of Understanding
4. Department of Army (DA) Form 577, Appointment/Termination Record For PA
5. CLM 003 Ethics certificate
(WITHIN ONE YEAR)
6. DoD 002 Combating Trafficking in Persons (CTIP) certificate (WITHIN ONE YEAR)
7. Servicing Finance Office Training certificate/
confirmation MFR
8. Assumption of Command Orders (if not
assigned to same unit as FOO)

ALL OF THESE DOCUMENTS MUST BE FORWARDED TO THE 903RD, IN ORDER TO, PROCESS YOUR FOO APPOINTMENT. PLEASE INCLUDE THIS COVERSHEET WITH YOUR PACKETS.