DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-ARH

07 DEC 2004

MEMORANDUM FOR MILPO's

SUBJECT: Army National Guard (ARNG) Direct Commissioning Program for Basic Branches (NGB-ARH Memo # 04-038)

1. References.

a. Army Regulation 40-501, Standards of Medical Fitness, 12 Apr 04.

b. Army Regulation 135-100, Appointment of Commissioned and Warrant Officers of the Army, 1 Sep 94.

c. Army Regulation 350-1, Army Training and Education, 9 Apr 03.

d. Army Regulation 600-9, Army Weight Control Program, 10 Jun 87.

e. National Guard Regulation 604-10, Military Personnel Security Program, 1 Jul 73.

f. National Guard Regulation 600-100, Commissioned Officer-Federal Recognition and Related Personnel Actions, 15 Apr 94.

g. Memorandum, DAPE-M, subject: Exception to Policy to Appoint Officers and Warrant Officers with an Interim Security Clearance.

2. This policy memorandum supercedes all previous ARNG policy and All States Memorandums regarding direct commissioning into the basic branches.

3. This policy provides guidance to the Adjutants General (AG) on qualifications an individual must possess in order for the National Guard Bureau (NGB) to consider a request for direct appointment into a basic branch. States and Territories may increase the minimum requirements stated herein when developing local policies. Applicants will not appear before a Federal Recognition Board (FRB) prior to receiving approval from NGB.

4. The intent of the ARNG direct commissioning program is to offer an alternate commissioning source to exceptionally qualified individuals. The ARNG Direct Commissioning Program is not intended to replace or adversely affect Officer Candidate School (OCS) or other commissioning programs. An individual will not request a direct appointment; rather, an individual must be nominated and selected for consideration by the chain of command. The following factors apply when determining whether an individual should be nominated for a direct appointment or should attend OCS:

a. Individuals whose record exhibits two or more of the following situations should pursue OCS rather than direct appointment:

(1) Lack of documented leadership position (completion of Basic Non-Commissioned Officers Course or higher will substitute).

(2) Failure to meet Army Physical Fitness Test (APFT) scores of at least 70 points in each event).

(3) Body fat standards that are less than two percent of the maximum allowable standard prescribed in AR 600-9.

(4) Non-Commissioned Officer Evaluation Reports or Academic Evaluation Reports that do not address leadership skills or provide written comments indicating above average accomplishments.

(5) Prior military experience in Marines, Navy or Air Force with less than two years served in an ARNG unit.

b. Soldiers meeting any one or more of the following conditions are not authorized direct appointment:

(1) Soldiers currently enrolled in OCS.

(2) Soldiers who were disenrolled, dropped, or resigned from OCS. This includes individuals who attended pre-Phase 1 orientation drills, but dropped prior to the official start of Phase 1.

(3) Soldiers who drop from OCS with the intention of applying for a direct appointment.

(4) Soldiers meeting any of the conditions stated in NGR (AR) 600-100 paragraph 2-8 (all) and 2-9a, b, and d.

5. Approval Authority. Initial approval authority for all direct commissions is National Guard Bureau Personnel Policy, and Readiness Division (NGB-ARH). The AG has authority to deny a request prior to NGB consideration. The FRB has final authority.

6. Requests. Requests must include a completed NGB Form 62E with the allied documentation as stated herein and at Appendix A. Assemble the packet using tabbed dividers. Do not include extraneous documentation unless specifically requested by NGB-ARH. At a minimum, the MILPO must sign the cover memorandum requesting the action. "For" signatures will not be accepted unless authorized by the AG. Memorandum must be staffed "THRU" the Adjutant General "FOR" NGB-ARH. Packets that do not adhere to the requirements stated herein will be returned for corrective action. Ensure all documentation remains current when resubmitting a request that was returned for correction.

7. Endorsements. An NGB Form 62E must be staffed through the chain of command. All endorsements must be completed and signed on page 3 (the commanding officers referred to on page 3 are the commanders of the accepting units).

8. Recommendations. At a minimum, the individual's current company and battalion commanders must provide letters recommending the individual for a direct appointment. The letters must contain objective details outlining the traits, actions, skills, experiences, characteristics, training, and education that indicate the individual is exceptionally qualified to receive a direct appointment in lieu of completing an OCS program.

9. Minimum Requirements. A nominee is expected to have outstanding qualifications that clearly <u>exceed</u> a majority of the minimum requirements stated below:

a. Service Requirement. An applicant must have served a minimum of 24 months active status in any federally recognized unit. Additionally, the individual must serve at least 12 months in an Active ARNG unit immediately preceding the application for consideration.

b. Prior Training. Applicants must be a graduate of the Primary Leadership Development Course.

c. Age. Minimum age is 22 years. Maximum age for appointment is 30. The AG may waive up to age 35. Chief, National Guard Bureau may waive up to 39 years 364 days.

d. Citizenship. Individual must be a United States citizen.

e. Education. A certified transcript must be included in the packet as proof of the applicant's completion of a baccalaureate degree from an accredited college or university.

f. Test Scores.

(1) The applicant must have an aptitude (GT) score of 110 or higher on the Armed Services Vocational Aptitude Battery.

(2) ACT/SAT test scores are not required.

g. OCS Enrollment History Statement. Individual will sign a certified statement regarding former OCS enrollment and/or attendance (see appendix C).

h. Medical.

(1) All direct commission applicants must pass an AR 40-501, Chapter 2 appointment physical prior to submission of the request for direct appointment. The physical must be administered by a Military Entrance Processing Station or Active Duty Medical Treatment Facility. Females must provide documented evidence that a complete pelvic exam, to include pap smear and results, was completed within one year prior to intended date of appointment.

(2) Chapter 2 physicals are valid for two years, provided there is no significant change in the individual's medical condition. However, when the physical is more than one year old, the individual must complete DA Form 7349R, Initial Medical Review – Annual Medical Certificate. The form must be screened and approved by the State surgeon or appointed medical representative.

(3) An AR 40-501, Chapter 4 initial entry physical that has been approved by the United States Army Aeromedical Center, Fort Rucker, AL will fulfill Chapter 2 physical requirements. However, a class 2 maintenance examination will not. The additional requirements beyond a class 2 physical which comprise a chapter 2 physical are found in paragraph 8-12 of AR 40-501.

(4) Original DD 2807-1 and DD 2808, DA Form 7349R (if required), and approved waiver(s) are required inclusions in the request packet. Waivers for disqualifying medical conditions must be applied for and approved by NGB-ARS prior to submittal of the request for direct appointment.

i. Body Height/Weight. Applicants must meet the height/weight standards prescribed in AR 600-9, to include body fat limitations for enrollment and appointment. Certified height and weight statement must be dated within 90 days of application.

j. APFT. Applicants must pass a standard APFT IAW AR 350-1, meeting the same standards required for OCS. A certified DA Form 705 must be dated within six months of application.

k. Security Status. Applicants must have a minimum of a final secret security clearance on file prior to appointment. Headquarters, Department of the Army has authorized officer appointments based on an interim security clearance. All applicants must provide proof that a request for a security clearance investigation has been initiated prior to submittal of request for direct appointment.

l. Vacancy Requirement. The applicant must have a valid position vacancy. Slotting in excess is not authorized. The NGB Form 62E must indicate paragraph, line number, and branch for which the appointment is requested. The vacancy position and intended branch must be compatible. Whenever possible, a soldier should fill a vacancy outside his/her current unit of assignment.

m. Mentor. In keeping with the Director, Army National Guard's policy on mentoring, each direct commission applicant will be assigned a mentor. Mentors must be Officer Basic Course (OBC) qualified and should be assigned outside the chain of command of the individual's new assignment. Mentor assignment will be annotated on a separate memorandum and will include name, rank, unit of assignment, and military education level completed.

10. Rank at Appointment. Enlisted soldiers and warrant officers will not be direct appointed into the basic branches above the rank of second lieutenant.

11. Attendance at OBC. Enlisted soldiers and warrant officers accepting an initial appointment will not be granted constructive credit for OBC. Individuals will be required to attend an OBC within 12 months of appointment.

12. Commissioned Service Time. In accordance with reference 1a, soldiers applying for initial appointment (through any commissioning source) are advised that they must complete a minimum of 10 years commissioned service in order to retire at the highest commissioned rank successfully held, if they become members of the Active Guard and Reserve (AGR) Program.

13. Unauthorized Waivers. Soldiers nominated for a direct appointment are not authorized waivers or exceptions to policy for any of the provisions of NGR (AR) 600-100, paragraph 2-8, or subparagraphs 2-9 a, b and d.

14. Authorized Waivers. All requests for authorized waivers and/or exceptions to policy, regardless of nature, are considered on a case-by-case basis only (see appendix B). Submittal does not constitute approval. Waivers may be provided on an individual basis and do not constitute precedence for all cases.

15. Approvals. Approved direct appointment requests must be executed NLT 90 days after the date of NGB's endorsement. Afterward, the approval becomes invalid. Certificates of Eligibility are not authorized for individuals approved for direct appointment. Approvals are valid only for the vacancy and branch listed on the NGB Form 62E.

16. Point of contact is Major Charles Emerson, Chief, Officer Policy section, at DSN 327-0023 or 703-607-0023.

Tammy L. Miracle
TAMMY L. MIRACLE
COL, NGB
Chief, Personnel Policy
and Readiness Division

Encl
1. Appendix A
2. Appendix B
3. Appendix C

APPENDIX A
REQUEST FOR DIRECT APPOINTMENT
SUPPORTING DOCUMENTATION REQUIRED

Cover: Memorandum requesting the action. Must be staffed through the AG and signed by the state MILPO (at a minimum). "For" signatures are not authorized.

TAB A: NGB Form 62E. Must include branch and valid vacancy information. Signatures must appear on all endorsement blocks on page 3. The vacancy and branch the applicant intends to fill must be compatible.

TAB B: Letters of Recommendation. Must include letters from company and battalion commander. Must contain specific and objective details regarding individual's exceptional qualities for direct appointment.

TAB C: Birth certificate and proof of citizenship.

TAB D: Original DD 2807-1 and DD 2808. Original DA Form 7349R, if applicable. Approved medical waivers, if applicable.

TAB E: Certified proof of final security clearance, or proof of initiation of security clearance investigation.

TAB F: Original certified college transcripts.

TAB G: OCS Enrollment and Attendance Statement.

TAB H: Certified accurate copy of soldier's DA Form 2-1.

TAB I: Non-Commissioned Officer Evaluation Reports (NCOER's) and Academic Evaluation Reports (AER's).

TAB J: Certified DA Form 705, dated within six months of application to ensure validity through entire Federal recognition process.

TAB K: Certified verification of height/weight, dated within 90 days of application to ensure validity through entire Federal recognition process.

TAB L: Mentor Assignment.

TAB M: Copies of DD Form(s) 214

TAB N: Copies of awards, certificates, or letters documenting leadership achievement

TAB O: Any authorized and approved waivers (less medical waivers).

APPENDIX B
AUTHORIZED WAIVER/EXCEPTION TO POLICY AUTHORITY

1. Age.

   a. The AG may approve a waiver for appointment up to the age of 35.

   b. Beyond the age of 35 up to age 39 years 364 days, exception to policy requests will be considered by NGB-ARH. Include the request for exception to policy in the cover memorandum.

2. Medical waivers: NGB-ARS

3. Completion of 20 years Active Federal Service: The AG

4. Previous discharge for dependency or hardship (see NGR 600-100, paragraph 2-9c for waiver provisions): The AG

NOTE: All approved waivers must accompany the packet.

ADDRESSES:

Departments of the Army and Air Force
National Guard Bureau
ATTN: NGB-ARH
1411 Jefferson Davis Hwy, Suite 3100
Arlington, VA 22202-3231

DSN: 327-0023
703-607-0023

Departments of the Army and Air Force
National Guard Bureau
ATTN: NGB-ARS
111 S. George Mason Drive
Arlington, VA 22202-1382

DSN 327-9531
703-607-9531

APPENDIX C
OCS ENROLLMENT AND ATTENDANCE HISTORY

_____ I have never been enrolled or attended OCS in the past.

_____ I was previous enrolled and/or attended OCSS:

a. Date(s) of attendance: Start_____ End_____

b. I did not complete the course due to (check all that apply and explain circumstances for release):

_____Cadre request:

_____Failure to pass FRB:

_____Honor Code Violation:

_____Law Violation:

_____Medical Injury/Illness:

_____Involuntarily disenrolled:

_____Did not desire to complete program:

_____Personal Reasons:

_____Civilian Employment:

_____Other:

_____
Individual Signature date

_____
Authenticator Signature date