



DEPARTMENT OF THE ARMY
HEADQUARTERS, 88TH REGIONAL SUPPORT COMMAND
506 ROEDER CIRCLE
FORT SNELLING, MINNESOTA 55111-4009

REPLY TO
ATTENTION OF

AFRC-CMN-PR (135)

4 May 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Direct Appointment as a Reserve Commissioned Officer

1. Reference: AR-135-100.
2. Enclosed is information concerning a direct appointment as a reserve commissioned officer in the Army Reserve. Inform your enlisted soldiers and warrant officers about these programs.
3. These provisions do not apply to officer candidates in the Judge Advocate General (JAG), Army Medical Department (AMEDD) or Chaplain branches. Soldiers interested in JAG, AMEDD or Chaplain commissions should contact this HQ for more information.
4. Basic requirements:
 - a. Not older than 32 years and 6 months by time of commissioning (waivers considered on a case-by-case basis by the commissioning authority).
 - b. GT score of 110 or better on the Armed Services Vocational Aptitude Battery (ASVAB). This requirement cannot be waived.
 - c. Possess a Secret security clearance (or interim Secret) by time of commissioning. Applicants for Military Intelligence positions require a Top Secret clearance.
 - d. Current official military photo (within one year of application).
 - e. Physical examination (must be within 36 months of application).
 - f. American College Test (ACT) score of at least 18 or Scholastic Aptitude Test (SAT) score of at least 850 (for applicants with less than a baccalaureate degree).
5. Lieutenants have three years to complete OBC. They attend OBC in an Active Duty status at the appropriate Army branch school. Courses are typically three to six months in length. There is no Reserve component version of OBC. Furthermore, all commissioned officers must have earned a bachelor's degree to be promoted to Captain (approximately 7 years from commissioning). It is important, especially for those who do not already possess an undergraduate degree, to have an aggressive plan to maintain both their civilian and military education.

AFRC-CMN-PR

SUBJECT: Direct Appointment as a Reserve Commissioned Officer

6. Forms needed for application packets are available on the 88th RSC "Become a Commissioned Officer" website, and should be available on the automated forms software (FormFlow) at the unit level.
7. Assemble packets in accordance with the guidance at enclosure 1. Do not place packets in a binder. Packets should be individual pieces of paper held together by a clip in the upper left corner and placed in a manila file folder. Forward all packets through the chain of command.
8. Application packets will be accepted throughout the year. Applicants must make a personal appearance in front of a board of officers at their MSC headquarters. Interview boards are held on an as-needed basis throughout the year. Applicants will be given more information about the personal interview board once their packet is received at HQ, 88th RSC.
9. For more information about the direct appointment program, see the enclosed, AR 135-100, the 88th RSC "Be a Commissioned Officer" website at:
http://www.usarc.army.mil/88thrc/resources/officer_mgt/officer_accessions/ , or your chain of command. MSC staff may call MAJ Renee Ellis at (612) 713-3858 during normal duty hours, or LTC Greg Johnson evenings at (651) 458-4177, for more information.

FOR THE COMMANDER:

4 Encls

- 1 - Application Procedures
- 2 - Direct Appointment Checklist
- 3 - Statement of Understanding
- 4 - Unit Vacancy Statement
- 5 - Steps to Success


KATHRYN BECHER
Chief, Reserve Personnel Division

DISTRIBUTION:

CDR, 88th RSG
CDR, 300th MP Cmd
CDR, 303rd OD Gp
CDR, 330th Med Bde
CDR, 336th TC Gp
CDR, 643rd ASG
CDR, 644th ASG
CDR, 645th ASG
CDR, 646th ASG
CDR, 21st TSC
CDR, 88th RSC

**APPLICATION PROCEDURES
DIRECT APPOINTMENT APPLICATION PACKET**

1. Items required for an application packet are listed on the direct commission packet checklist, enclosure 2. Forms referenced are available using FormFlow forms software, or from the Army Publications website at <http://www.usapa.army.mil>.
2. Application packets should be assembled in the alphabetical order listed on the checklist, enclosure 2. Application packets should be individual pieces of paper held together with a binder clip in the upper left of the application packet. Do not place the application packet in a notebook or other binding method, and do not place pages in document protectors. Individual tabs separating the forms are not needed. Place the binder clipped packet in a manila file folder so it will not get crushed in the mail.
3. Applications will be forwarded through the chain of command. Applicants in the 88th RSC geographical region currently in the Individual Ready Reserve or another reserve component may forward completed application packets to the 88th RSC, ATTN: AFRC-CMN-PR (MAJ Ellis), 506 Roeder Circle, Fort Snelling, MN 55111-4009. Include work, home, and fax numbers along with their mailing and e-mail addresses so they may be contacted if more information is needed regarding their packet.
4. Upon arrival at DCSPER, 88th RSC, application packets will be reviewed and the appropriate MSC contacted regarding the required personal interview board. Applicants may also be asked for other documentation to complete their packet. Using FormFlow data files may be helpful in correcting mistakes on forms in the application packet.
5. After the personal interview board, this HQ will review the completed application and forward it to the U.S. Total Army Personnel Command (PERSCOM), St. Louis, MO for final approval/disapproval. Boards meet in St. Louis during the months of August, November, February and May. Results are typically released six weeks after the board meets.
6. Questions should first be directed through the chain of command. MSC personnel may contact MAJ Ellis at (612) 713-3858 for more information if needed.

DIRECT COMMISSION PACKET CHECKLIST

NAME:

AGE:

SSAN :

TAB A-1 - Commander's cover letter and endorsements from change of command (AR 135-100, para 2-1a(7)(a), AR 140-50, figure 3-1).

TAB A-2 - Security Clearance (DA Form 873).

TAB B - DA Form 61, Application for Appointment (AR 135-100).

TAB C - DA Form 3574 or 3575, Certificate of Acknowledgment and Understanding of Service Requirements (AR 135-100, para. 2-1m, n).

TAB D - Applicant's Statement of Understanding.

TAB E - Unit Vacancy Statement.

TAB F - Documentary evidence of birth/citizenship.

TAB G - Transcripts from a university verifying completion of education, or copy of ACT or SAT results.

TAB H - DA Form 2-1, and DA Form 2A, Personnel Qualification Records (ensure GT score is 110 or higher).

TAB 1-1 - SF 88/93, Report of Medical Exam/History completed within 36 months of application.

TAB 1-2 - Verification of HIV testing (may be annotated on SF 88), within 36 months of application.

TAB J - Height and Weight Statement (DA Form 5500/5501-R, if applicable).

TAB K - DA Form 705, APFT Scorecard, within six months of application.

TAB L - Official Military Photograph (current within one year).

TAB M - Three letters of recommendation. (Do not exceed three.)

TAB N - Affidavits requesting waiver (age, medical or civil conviction), if applicable.

TAB O - MSC Board Interview results.

APPLICANT'S STATEMENT OF UNDERSTANDING

1. I understand that my present reserve status will be vacated by my acceptance of an appointment as a second lieutenant.
2. I understand that I must complete a resident officer basic course within 36 months of the date of my appointment as a lieutenant or be subject to discharge per AR 135-175.
3. Department of Defense policy is to accommodate religious practices when accommodation will not have an adverse impact on military readiness, unit cohesion, standards, health, safety or discipline. The Army places high value on the rights of its members to observe the tenants of their religious practices. Conditions of accommodation may change based on military need. Policy guidelines are contained in AR 600-20 and AR 165-20. I understand that the Army cannot guarantee accommodation of religious practices.
4. I agree to accept a commission in any branch determined by the Department of the Army. I will attend the school for which selected.

(Signature)
(Rank, SSN)
(Date)

UNIT VACANCY STATEMENT

A vacant position exists in this unit and will be held open pending the appointment of:

(Applicant's name, rank, SSAN)

The vacancy is listed on the UMR as:

Paragraph:

Line:

Position number:

The position vacancy is not for the branches of any Army Medical Department (AMEDD), Judge Advocate General (JAG) or Chaplain position.

This position vacancy is for:

Unit name:

UIC:

Address:

Branch:

(Commander's name and signature)
(rank, branch)
Commanding

Encl 4

STEPS FOR SUCCESSFUL COMPLETION OF THE APPOINTMENT PROCESS

1. Sign DA Form 71 on a non-duty day. If signing on drill weekend, sign effective day after drill.
2. Have your unit and yourself complete and sign the DA Form 4651-R enclosed with your DA Form 71. If you are transferring to a different unit upon commissioning, just sign the DA Form 4651-R where noted.
3. **CEASE DRILLING OR PERFORMING ANY MILITARY DUTIES.**
4. Immediately forward a copy of your DA Form 71, and DA Form 4651-R to MAJ Ellis (612) 713-3858. Return the originals to MAJ Ellis in the envelope provided.
5. Await orders (2 each):
 - a. 1st Order - Transfer order from the U.S. Total Army Personnel Command (PERSCOM) which transfers you the Individual Ready Reserve (IRR).
 - b. 2nd Order - Transfer order from the Army Reserve Personnel Command that transfers you to the unit you will be assigned to as noted in your direct appointment packet.
6. Once you receive both sets of orders, begin drilling normally.

Note:

- (1) You will not be paid for any military duties performed while you are in the IRR, so don't drill or perform any military duties once you sign DA form 71. (This process can take up to 4 weeks to complete.)
- (2) Await orders showing your transfer to and from the IRR to begin drilling. The IRR will not backdate reassignment orders from the IRR to your unit. Your attention and patience is needed to ensure you have the shortest break in the IRR possible and you are paid for your Army Reserve participation.
- (3) See the 88th RSC website at http://www.usarc.army.mil/88thrc/resources/officer_mgt/officer_accessions/, or call MAJ Renee Ellis at (612) 713-3858 during normal duty hours, or LTC Greg Johnson at (651) 458-4177, or e-mail Gregory.Johnson@usarc-emh2.army.mil if you need more information.