



Direct Commission Checklist

(As of July 2007)



**Enhance your military career, while enriching your community.
Direct commission is an excellent stepping stone to a better future.
You'll acquire skills that make you a leader in your field and gain
valuable leadership experience sought after by civilian employers.**

Documents to be completed and return with in 30 days. Electronic documents are available upon request or if you have an AKO account you can download programs and documents from <http://www.ngbpdcc.ngb.army.mil> and <http://www.usapa.army.mil>

Direct Commission Predetermination Documents:

- TAB A:** NGB Form 62E, Application for Appointment (Must be type)
- TAB B:** Letters of Recommendation. Must include letters from company and battalion commander. Letters must contain specific and objective details regarding individual's exceptional qualities for direct appointment.
- TAB C:** Birth certificate and proof of U.S. citizenship.
- TAB D:** Original Chapter II, Commissioning Physical (DD form 2808/2807-1/). Original DA Form 7349R if older than 12 months. If not complete the following documents below. (Must be type)
 - _____ a. USMEPCOM Form 680-3E, Request Medical Exam (Must be typed)
 - _____ b. DD Form 2807-2, Medical History Report (Must be typed)
 - _____ c. Copies of Actual treatment records for all yes answers showing 100% fit for duty to include lab & x-rays' reports to 16b above.
- TAB E:** Certified proof of Secret clearance, or proof of initiation of Secret clearance investigation from State Security Manager. If you do not have a valid secret clearance complete a-e below.
 - _____ a. SF 86, Questionnaire for National Security Positions.
 - _____ b. SF 87, Fingerprint Card (in duplicate).
 - _____ c. SF 312, Classified Information Nondisclosure Agreement.
 - _____ d. DD Form 369, Police Record Check.
 - _____ e. Statement of Understanding for Appointment as a commissioned officer prior to award of security clearance.
- TAB F:** Original, certified college transcripts showing bachelor degree awarded.
- TAB G:** Signed OCS Enrollment and Attendance Statement. Officer Strength Manager (OSM) provides.
- TAB H:** Certified copy of soldier's DA Form 2-1 or DA Form 4031 (ERB). Must have a GT score of 110 or higher (Non-waiverable). Minimum grade E5 or E4 that has graduated from PLDC or WLC (Non-waiverable).
- TAB I:** Non-Commissioned Officer Evaluation Reports (NCOER's) and DA Form 1059s, Academic Evaluation Reports (AER's). No lapse in time between NCOER's without written explanation
- TAB J:** Certified DA Form 705 from unit, dated within six months of application to ensure validity through entire Federal recognition process. Must have AFPT score of at least 70 points in each event. Must meet body fat standards that are less than 2% maximum allowable standards.

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FEDERAL BENEFITS FOR GUARDMEMBERS:

- **Enhanced TRICARE Reserve Select (TRS) Program** (Health insurance) for reserve component members who are serving in the New York Army National Guard (NYARNG). The NYARNG POC is JFHQs, MNP-MR at (518) 272-4055/6311/3533.

TRICARE Web Site is <http://www.tricare.osd.mil/>

The John Warner National Defense Authorization Act for Fiscal Year 2007 (P.L. 109-364), enhanced the TRICARE Reserve Select (TRS) health plan. Under this new TRS health plan, effective October 1, 2007, certain members of the Selected Reserve may qualify for health care coverage under TRS at \$81 month for single coverage and \$253 month for family coverage. Selected Reserve members who are enrolled or eligible to enroll in a health benefit plan under chapter 89 of title 5 U.S.C. Federal Employees Health Benefit Program (FEHBP), IRR and ING Soldiers are excluded from purchasing TRS.

- **Education assistant towards your 1st professional degree** (\$4,500.00 yr). Please download the NYARNG "Civilian Education Benefits Student Handbook" at the web page listed below. Then if you have any questions, please call our NYARNG Education Office at (518) 272-4051/4032/6349.

<http://www.dmna.state.ny.us/education/handbook/handbook.htm>

NEW: The Fund for Veterans Education announced it would award up to \$1 million in undergraduate scholarships for veterans, including National Guard and Reservists returning from Iraq and Afghanistan for the spring 2008 term or fall 2008 term. The awards, which may be renewed for the following academic year, are intended to cover financial need not met by need-based grants and military education benefits. The application deadline is Monday, Oct. 15. For more information, visit: <http://www.veteransfund.org>.

- **Thrift Saving Plan (TSP):** You can sign up to contribute to the TSP within 60 days of when you join the Army National Guard (ARNG) or during the two Open Seasons each year. If you are a member leaving active duty and joining the ARNG, you may also make TSP elections within 60 days of your change in status. To participate in the TSP by submitting a TSP Election Form (TSP-U-1) www.tsp.gov/uniserv/forms/tsp-u-1.pdf.

Go to TSP website for detail information at <http://www.tsp.gov/index.html>

- **Army National Guard Reserve Income Replacement Program (RIRP):** Mobilized soldier's loss of pay for deployment versus their civilian position. It involves providing limited monthly income replacement payments when the soldier's average monthly civilian income exceeds the total monthly military compensation (TMMC), by more than \$50.00. The law is in effect from 1 August 2006 through 31 December 2009. This program applies to soldiers involuntarily ordered to active duty only.
- **Critical Skills Retention Bonus (CSRB):** Effective 1 Feb 08, this policy authorizes a Retention Bonus as listed below for a 3 year contract for Officers who agree to be a member in a deployable MTOE or TDA unit with a critical skill. Must not have more 12 years or less than 6 years of service as an officer and not to exceed 25 yrs total service within bonus period. 22 years total service for JAGs and Chaplains. Must be a member of the GUARD for 1 year before contracting.
 - \$20,000.00 bonus for CPTs with a critical skill who meet all other eligibility requirements.

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- \$30,000.00 bonus for Chaplains and JAGs in the ranks CPT-MAJ who meet all other eligibility requirements.
- Officer Critical Skills: 11A, 13A, 15B, 15C, 19B, 21A, 21B, 21D, 24A, 25A, 27A, 31A, 35D, 35E, 35G, 42B, 44A, 46A, 51C, 53A, 56A, 59A, 74A, 74B, 88B, 90A, 91A, 92A, 92F .

NEW YORK STATE BENEFITS FOR GUARDMEMBERS: Go to <http://dmna.state.ny.us/index.php> for all Guardmembers state benefits. Some are listed below.

- **New York Army National Guard Fatigue Management IDT Lodging Program** is available to all Soldiers who meet the travel distance criteria and are in any of the following duty statuses: Unit Training Assembly (UTA's), Multiple Training Assemblies (MUTA's), Equivalent Training Assembly (ETA's), Readiness Maintenance Assembly (RMA's), or Readiness Additional Flight Training Period (RAFTP's) conducted at Home Station. This program is managed by the State AVN Safety office, MNAV-OS
- **Free hunting and fishing licenses.** Free hunting and fishing licenses may be issued to all Guardmembers. POC: New York State Department of Conservation, Sporting License Help Line at (866) 472-4332 or at www.dec.state.ny.us.
- **Free State Parks pass.** Allows for free Empire Passports for Guardmembers called to federal or state active duty in response to an emergency after "9/11.". Please contact POC: NYS Office of Parks Recreation and Historic Preservation at 518-474-8081 or Guard Unit Administrator at for details.

www.nysparks.com/passport/

- **No state Tax on State Active Duty Mission (Home land security missions, emergencies).** New York State Tax is exempt from state income taxation on any state military pay received while serving on any "emergency" state active duty under New York State Military Law. Additional information may be obtained at www.tax.state.ny.us. POC: New York State Department of Taxation and Finance, Personnel Tax Information Center at (800) 225-5829.
- **Reimburses members for SGLV coverage's not other wise reimbursed.** Guardmembers in a Title 10 status, Title 32 status, for reasons other than training and/or State Active Duty (SAD) are eligible for SGLI Reimbursement for SGLI cost. See DMNA regulation 1-2 for detail guidance and web site <http://dmna.state.ny.us/benefits/sgli.htm>
- **Public employees authorized 30 calendar days paid military leave a year.** Plus, additional supplemental **Military Leave for State Employees call to active duty.** POC: State Agency Human Resource Office / NYS Department of Civil Service, Attendants and Leave Unit at 518-457-2295.
- **Distinctive NG license plates for a one time fee of \$12.50**
- **Guard Recruiting Assistance Program (G-RAP) & Guard Recruiting Assistance Program-Officer (GRAP-O).** Traditional & Retired Guardsmen are afford opportunity to supplement or full-time Recruiting & Retention Force (RRF) and Officer Strength Managers (OSM) by identify potential new NG members, officers or enlisted soldiers. You must go to the webpage below to register as a Recruiter Assistant (RA). There is a 60 min block of instructions that you must complete to learn the do & don't of the G-RAP/GRAP-O program. Payment to RAs occur at milestone achieved during the accession process of the individual, officer or WO, and vary on branch from \$2,500 for non-critical Officers and warrant officers to \$8,500 for Medical Doctors – and

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type of accession (Transfer from Active Duty, OCS, WOCS, IRR, USAR, other components, etc). Go to the below web site for details and enrollment instructions.

WWW.guardrecruitingassistant.com

- **\$2,000 for individual enlisting in the GUARD enlisted ranks**
- **\$2,500 – \$8,500 for officers/warrant officers accession depending on MOS & critical Need**

EXAMPLE: Category 3: OCS/WOCS candidate

- ARNG Enlisted Soldier who is accepted to OCS or WOCS
- **Payment:** Total payment amount is determined by the primary occupation specialty and divided into 3 milestones:
- \$1,000 upon appointment as an OCS/WOCS candidate
- \$1,000 (or higher if the total payment is greater than \$3,000) upon verified commission
- \$1,000 upon BOLC II ship date