S/S by AR 135-100 filed in Reserve Components Personnel Update Issue No. 5 1 Aug 1983

ARMY REGULATION AR 135-100

Ch 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16

ARMY NATIONAL GUARD AND ARMY RESERVE

APPOINTMENT OF COMMISSIONED AND WARRANT OFFICERS OF THE ARMY

Effective 1 May 1972

HEADQUARTERS, DEPARTMENT OF THE ARMY MARCH 1972

Headquarters
Department of the Army
Washington, DC
1 May 1983

Army Regulation 135-100
Change 16

Effective 1 May 1983

Army National Guard and Army Reserve

Appointment of Commissioned and Warrant Officers of the Army

Summary. This is a change to AR 135-100, 17 March 1972. Change revises authority to tender appointments in the USAR with concurrent active duty to enlisted graduates of the WO Rotary Wing Aviator Course, the WO Fixed Wing Aviator Course, and the Ordnance WO Candidate Course.

Suggested improvements. The proponent of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-PPC, 9700 Page Blvd., St. Louis, MO 63132.

Posted 5 May 83 pat

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as follows:

Remove pages	*Insert pages*
1-1 and 1-2	1-1 and 1-2
2-1 through 2-4	2-1 through 2-4

3. File this transmittal sheet in front of the publication.

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

ROBERT M. JOYCE
Major General, United States Army
The Adjutant General

DISTRIBUTION:

To be distributed in accordance with DA Form 12–9A requirements for AR, Army National Guard and Army Reserve.

Active Army—B (Block 0148)
ARNG—A (Block 0147)
USAR—A (Block 0147)

Posted
2 March 83
CER

Headquarters
Department of the Army
Washington, DC
1 March 1983

Army Regulation 135-100
Change 15

Effective 1 March 1983

Army National Guard and Army Reserve

Appointment of Commissioned and Warrant Officers of the Army

Summary. ***This is a change to AR 135-100, 17 March 1972. Change deletes reference to biographical information blank in chapter 2 which was eliminated by change 13; updates specialty skill identifiers and additional skill identifiers in chapter 3, section VI; and removes reference to Department of Health, Education and Welfare throughout chapter 3.***

Suggested improvements. ***The proponent of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Cdr, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-PPC, 9700 Page Blvd., St. Louis, MO 63132.***

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as follows:

Remove pages	*Insert pages*
2-5 and 2-6	2-5 and 2-6
2-7 and 2-8	2-7 and 2-8
3-1 and 3-2	3-1 through 3-2.1
3-7 and 3-8	3-7 and 3-8
3-11 and 3-12	3-11 and 3-12

3. File this transmittal sheet in front of the publication.

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

ROBERT M. JOYCE
Major General, United States Army
The Adjutant General

DISTRIBUTION:

To be distributed in accordance with DA Form 12-9A requirements for AR, Army National Guard and Army Reserve.

Active Army—B
ARNG—A
USAR—A

Headquarters
Department of the Army
Washington, DC
15 November 1982

Army Regulation 135–100
Change 14

Effective upon receipt

Posted 17 Nov 82 Pab

Army National Guard and Army Reserve

Appointment of Commissioned and Warrant Officers of the Army

Summary. ***This change eliminates the Officer Selection Inventory in chapter 4 and incorporates current DOPMA policy regarding grade restraints on commissioned officer appointments pending passage of relief legislation to allow officer appointments above the grade of second lieutenant.***

Suggested improvements. ***The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ–PPC, 9700 Page Boulevard, St. Louis, Mo 63132.***

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as follows:

Remove pages	*Insert pages*
i and ii	i and ii
1–7 and 1–8	1–7 and 1–8
3–5 through 3–10	3–5 through 3–10
4–1 and 4–2	4–1 and 4–2

3. File this transmittal sheet in front of the publication.

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

ROBERT M. JOYCE
Major General, United States Army
The Adjutant General

DISTRIBUTION:

To be distributed in accordance with DA Form 12–9A requirements for AR, Army National Guard and Army Reserve.

Active Army—B
ARNG—A
USAR—A

Headquarters,
Department of the Army
Washington, DC
1 September 1982

Army Regulation 135–100
Change 13

Effective upon receipt

Army National Guard and Army Reserve

Appointment of Commissioned and Warrant Officers of the Army

Posted 5-Oct-82

Summary. ***This change updates testing requirements for appointment; includes changes in appointment processing of active duty enlisted personnel for warrant officer appointment with concurrent active duty and implements DOD policy regarding grade limitations for direct appointment and service credit for commissioned officers for CH and JAGC.***

Suggested improvements. ***The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-PPC, 9700 Page Boulevard, St. Louis, MO 63132.***

1. New or changed material is indicated by a star.

2. Remove old pages and insert new pages as follows:

Remove pages	*Insert pages*
i and ii	i and ii
1–1 through 1–4	1–1 through 1–4
1–7 and 1–8	1–7 and 1–8
1–9	1–9
2–3 through 2–6	2–3 through 2–6.1
3–3 through 3–6	3–3 through 3–6.1
3–11 and 3–12	3–11 through 3–12.1
4–1 through 4–3	4–1 through 4–3

3. File this transmittal sheet in front of the publication.

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

ROBERT M. JOYCE
Major General, United States Army
The Adjutant General

DISTRIBUTION:

To be distributed in accordance with DA Form 12–9A requirements for AR, Army National Guard and Army Reserve—

Active Army: B
ARNG: A
USAR: A

Change Posted
12 PCN 1-28-82

*AR 135-100
C 12

CHANGE No. 12

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, *1 February 1982*

ARMY NATIONAL GUARD AND ARMY RESERVE

APPOINTMENT OF COMMISSIONED AND WARRANT OFFICERS OF THE ARMY

Effective 1 March 1982

This change clarifies policy for USAR officers applying for appointment in another branch; revises the officer career development pattern letter; includes minor changes throughout for updating and editorial corrections; and incorporates policy which was previously established by the Immediate Action Interim Changes superseded below.

Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

AR 135-100, 17 March 1972, is changed as follows:

1. New or changed material is indicated by a star.

2. Remove old pages and insert new pages as indicated below:

Remove pages	*Insert pages*
i and ii	i and ii
1-1 and 1-2	1-1 through 1-2.1
1-5 through 1-8	1-5 through 1-8.01
1-9	1-9
2-1 through 2-4.1	2-1 through 2-4.1
2-7 and 2-8	2-7 and 2-8
2-13 and 2-14	2-13
3-3 through 3-12	3-3 through 3-12
4-1 and 4-2	4-1 through 4-3

3. File this change sheet in front of the publication for reference purposes.

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggest improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-PPC, 9700 Page Boulevard, St. Louis MO 63132.

*This change supersedes Immediate Action Interim Change I01 dated 9 January 1981, Immediate Action Interim Change I02 dated 2 March 1981, Immediate Action Interim Change I03 dated 11 May 1981, and Immediate Action Interim Change I04 dated 7 September 1981 to AR 135-100.

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

ROBERT M. JOYCE
Brigadier General, United States Army
The Adjutant General

DISTRIBUTION:

To be distributed in accordance with DA Form 12–9A requirements for AR, Army National Guard and Army Reserve:

Active Army:—B
ARNG: A
USAR: A

AR 135-100

FT 1980

CHANGE No. 11

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, *15 September 1980*

ARMY NATIONAL GUARD AND ARMY RESERVE

APPOINTMENT OF COMMISSIONED AND WARRANT OFFICERS OF THE ARMY

Effective 15 October 1980

This change updates the NAC requirement for appointment; provides waiver authority for maximum age and grade for appointment to CW2 and company officer grades to the CONUSA; incorporates DOD policy which revises the professional requirements for appointment of chaplains; clarifies award of years of service in an active status for individuals appointed 1LT in the Chaplain Branch; and eliminates the examining board requirement when a Regular Army or Reserve of the Army warrant officer applies for a Reserve commissioned status.

Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

AR 135-100, 17 March 1972, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

Remove pages	*Insert pages*
1-1 through 1-4	1-1 through 1-4
1-7 and 1-8	1-7 and 1-8
2-1 and 2-2	2-1 and 2-2
2-5 and 2-6	2-5 and 2-6
3-1 through 3-4	3-1 through 3-4
4-1 through 4-3	4-1 and 4-2

3. File this change sheet in front of publication for reference purposes.

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-RCC, 9700 Page Boulevard, St. Louis, MO 63132.

*This change supersedes Immediate Action Interim Changes I01 dated 11 March 1980 and I02 dated 5 May 1980.

TAGO 116A—August 310-549°—80

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:
J. C. PENNINGTON
Major General, United States Army
The Adjutant General

DISTRIBUTION:
To be distributed in accordance with DA Form 12–9A requirements for AR, Army National Guard and Army Reserve:
Active Army: B
ARNG: A
USAR: A

CHANGE No. 10

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, *15 September 1979*

ARMY NATIONAL GUARD AND ARMY RESERVE

APPOINTMENT OF COMMISSIONED AND WARRANT OFFICERS OF THE ARMY

Effective 15 October 1979

This change updates security requirements concerning applicants for appointment with assignment to MI branch; eliminates a duplicate requirement for a statement of understanding as to an applicant's marital status and responsibility for dependents; and clarifies policy regarding appointment of RA warrant officers as commissioned officers in the Dual Component Personnel Management Program.

Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

AR 135-100, 17 March 1972, is changed as follows:

1. New or changed material is indicated by a star.

2. Remove old pages and insert new pages as indicated below:

Remove pages	*Insert pages*
1-1 through 1-4	1-1 through 1-4.1
1-7 and 1-8	1-7 through 1-8.1
2-3 through 2-4.1	2-3 through 2-4.1

3. File this change sheet in front of publication for reference purposes.

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-RCC, 9700 Page Boulevard, St. Louis, MO 63132.

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:
J. C. PENNINGTON
Major General, United States Army
The Adjutant General

DISTRIBUTION:

To be distributed in accordance with DA Form 12-9A requirements for AR, Army National Guard and Army Reserve.

Active Army: B
USAR: A
ARNG: A

CHANGE No. 9

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, *April 1, 1979*

ARMY NATIONAL GUARD AND ARMY RESERVE

APPOINTMENT OF COMMISSIONED AND WARRANT OFFICERS OF THE ARMY

Effective 1 June 1979

This change clarifies procedures for appointment of RA warrant officers in the Dual Component Personnel Management Program (AR 600-39); implements uniform male and female GT test score requirements; incorporates the DA-approved combat exclusion policy for women; eliminates reference to WAC as a branch of the Army as a result of PL 95-485; and revises appointment criteria as pertains to the JAGC in section IV, chapter 3 of the regulation.

Users of this regulation will not implement interim changes unless the change document has been authenticated by The Adjutant General. (Interim changes expire 1 year after publication date.) If a formal printed change is not received by the time the interim change expires, users will destroy the interim change.

AR 135-100, 17 March 1972, is changed as follows:

1. New or changed material is indicated by a star.

2. Remove old pages and insert new pages as indicated below:

Remove pages	*Insert pages*
i and ii	i and ii
1-1 through 1-4	1-1 through 1-4
1-7 and 1-8	1-7 and 1-8
2-1 and 2-2	2-1 and 2-2
2-5 through 2-8	2-5 through 2-8
3-1 through 3-8	3-1 through 3-8
3-11 and 3-12	3-11 and 3-12
4-1 through 4-3	4-1 through 4-3

3. File this change sheet in front of publication for reference purposes.

*This change supersedes DA message AGUZ-RCPD-PRO 261400Z July 1978 (U), subject: Interim Change 9-1 to AR 135-100.

AGO 84A—March 280-465°—79

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-RCPD-PRO, 9700 Page Boulevard, St. Louis, MO 63132.

By Order of the Secretary of the Army:

BERNARD W. ROGERS
General, United States Army
Chief of Staff

Official:
J. C. PENNINGTON
Major General, United States Army
The Adjutant General

DISTRIBUTION:
To be distributed in accordance with DA Form 12-9A requirements for AR, Army National Guard and Army Reserve.
Active Army: B
ARNG: A
USAR: A

CHANGE
No. 8

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, *15 July 1978*

ARMY NATIONAL GUARD AND ARMY RESERVE

APPOINTMENT OF COMMISSIONED AND WARRANT OFFICERS OF THE ARMY

Effective in accordance with DA messages superseded below.

This change updates procedures for appointment in the Chaplain Branch; incorporates changes necessary to reflect the statutory 6-year military service obligation for all applicants under 26 years of age who are appointed on or after 1 February 1978 as a result of PL 95-79; provides that waivers of disqualifications other than those specifically authorized by paragraph 1-6 of the regulation will be granted only by the Secretary of the Army; and implements the provisions of DOD Directive 1304.19, 2 November 1977, which revises minimum educational and ecclesiastical indorsement requirements for appointment of chaplains.

AR 135-100, 17 March 1972, is changed as follows:

1. New or changed material is indicated by a star.

2. Remove old pages and insert new pages as indicated below:

Remove pages	*Insert pages*
1-1 through 1-8	1-1 through 1-9
2-1 through 2-4	2-1 through 2-4.1
2-7 and 2-8	2-7 and 2-8
3-1 through 3-6	3-1 through 3-6.1
3-9 through 3-12	3-9 through 3-12
4-1 through 4-3	4-1 through 4-3

3. File this change sheet in front of the publication for reference purposes.

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-RCPD-PRO, 9700 Page Boulevard, St. Louis, MO 63132.

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* This change supersedes the following DA messages: AGUZ-RCPD-PRO 221200Z Dec 77 (U), subject: Interim Change 8-1 to AR 135-100; AGUZ-RCPD-PRO 101500Z Jan 78 (U), subject: Interim Change 8-2 to AR 135-100; and AGUZ-RCPD-PRO 2409452 Mar 78 (U), subject: Interim Change 8-3 to AR 135-100.

By Order of the Secretary of the Army:

BERNARD W. ROGERS
General, United States Army
Chief of Staff

Official:

J. C. PENNINGTON
Brigadier General, United States Army
The Adjutant General

DISTRIBUTION:

To be distributed in accordance with DA Form 12-9A requirements for Army Reserve Components.

Active Army: B
ARNG: A
USAR: A

CHANGE
NO. 7

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, *2 September 1977*

ARMY NATIONAL GUARD AND ARMY RESERVE

APPOINTMENT OF COMMISSIONED AND WARRANT OFFICERS OF THE ARMY

Effective in accordance with DA message superseded below.

This change updates instructions for submission and processing of appointment applications; phases out the WAC Direct Commission Program with concurrent active duty; revises instructions relative to disclosure of examining board action; and eliminates the use of the DA Form 6227.

AR 135-100, 17 March 1972, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

Remove pages	*Insert pages*
1-1 through 1-8	1-1 through 1-8
2-1 through 2-6	2-1 through 2-6.1
3-5 through 3-8	3-5 through 3-8
3-11 through 3-15	3-11 through 3-13
4-1 through 4-3	4-1 through 4-3

3. File this change sheet in front of the publication for reference purposes.

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-RPP-PR, 9700 Page Boulevard, St. Louis, MO 63132.

By Order of the Secretary of the Army:

BERNARD W. ROGERS
General, United States Army
Chief of Staff

Official:

J. C. PENNINGTON
Brigadier General, United States Army
The Adjutant General

DISTRIBUTION:

To be distributed in accordance with DA Form 12-9A requirements for AR, Army National Guard and Army Reserve.

Active Army: B
ARNG: A
USAR: A

* This change supersedes DA message AGUZ-RPP-PR 201722Z May 1977 (U), subject: Interim Change to AR 135-100.

CHANGE No. 6

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, *28 April 1977*

ARMY NATIONAL GUARD AND ARMY RESERVE

APPOINTMENT OF COMMISSIONED AND WARRANT OFFICERS OF THE ARMY

Effective in accordance with DA messages superseded below

This change updates security requirements for appointment; reinstates procedures for resubmission of applications for appointment; implements change in reference to Speciality Skill Identifiers (SSI); corrects HQDA office symbols; and allows chaplains to be appointed prior to completion of a National Agency Check provided they sign a statement of understanding as shown in figure 3-2.

AR 135-100, 17 March 1972, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below:

Remove pages	*Insert pages*
1-3 and 1-4	1-3 through 1-4.1
2-1 through 2-8	2-1 through 2-8
2-11 and 2-12	2-11 and 2-12
3-3 and 3-4	3-3 through 3-4.1
3-7 through 3-10	3-7 through 3-10
3-15	3-15
4-1 and 4-2	4-1 and 4-2

3. File this change sheet in front of the publication for reference purposes. 6/15/77

*This change supersedes DA message AGUZ-RPP-PR 051447Z October 1976 (U), subject: Interim Change to AR 135-100; DA message AGUZ-RPP-PR 091312Z November 1976 (U), subject: Interim Change to AR 135-100; DA message AGUZ-RPP-PR 191811Z November 1976 (U), subject: Interim Change to AR 135-100; and DA message AGUZ-RPP-PR 191810Z March 1977 (U), subject: Interim Change to AR 135-100.

TAGO 225A—April 240-471°—77

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-RPP-PR, 9700 Page Boulevard, St. Louis MO 63132.

By Order of the Secretary of the Army:

BERNARD W. ROGERS
General, United States Army
Chief of Staff

Official:

PAUL T. SMITH
Major General, United States Army
The Adjutant General

DISTRIBUTION:

To be distributed in accordance with DA Form 12-9A requirements for AR, Army National Guard and Army Reserve.

Active Army: B
ARNG: A
USAR: A

CHANGE No. 5

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, *8 September 1976*

ARMY NATIONAL GUARD AND ARMY RESERVE

APPOINTMENT OF COMMISSIONED AND WARRANT OFFICERS OF THE ARMY

Effective 1 October 1976

This change provides a requirement that female applicants for direct appointment must achieve a score of 115 or higher on aptitude area GT of the ASVAB or ACB-73; updates policy on National Agency Check requirements; implements change to allow only RA company grade officers to apply for Reserve appointment concurrent with their unqualified resignation; rescinds the requirement that applications as warrant officers in USASA MOS will be processed through USASA channels; and incorporates section XI in chapter 3 entitled "Appointment in the Physicians' Assistant Program."

AR 135-100, 17 March 1976, is changed as follows:

1. New or changed material is indicated by a star.

2. Remove old pages and insert new pages as indicated below:

Remove pages	*Insert pages*
1-1 through 1-6	1-1 through 1-6
2-3 through 2-6	2-3 through 2-6
2-9 and 2-10	2-9
3-1 and 3-2	3-1 and 3-2
3-11 and 3-12	3-11 and 3-12
4-1 through 4-2.1	4-1 through 4-2.1

3. File this change sheet in front of the publication for reference purposes. 9/28/76

*This change supersedes DA message AGUZ-RPC-PR 011621Z December 1975 (U), subject: Interim Change to AR 135-100 and DA message AGUZ-RPC-PR 121616Z April 1976 (U), subject: Interim Change to AR 135-100.

TAGO 422A—August 213-625°—76

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-RPC-PR, 9700 Page Boulevard, St. Louis, MO 63132.

By Order of the Secretary of the Army:

FRED C. WEYAND
General, United States Army
Chief of Staff

Official:
PAUL T. SMITH
Major General, United States Army
The Adjutant General

DISTRIBUTION:
To be distributed in accordance with DA Form 12-9A requirements for AR, Army National Guard and Army Reserve:
Active Army: B
ARNG: A
USAR: A

AR 135-100
C 4

Change No. 4

HEADQUARTERS
DEPARTMENT OF THE ARMY
Washington, DC, *27 August 1975*

ARMY NATIONAL GUARD AND ARMY RESERVE
APPOINTMENT OF COMMISSIONED AND WARRANT OFFICERS
OF THE ARMY

Effective 27 September 1975

This change implements the Privacy Act of 1974 (5 U.S.C. 552a) by adding Privacy Act Statements for forms prescribed in this publication that are covered under the act.

AR 135-100, 17 March 1972, is changed as follows:

1. The following form(s) (colm b) will be reproduced locally on 8 x 10½ inch paper and made available on and after 27 September 1975 to the individual supplying data on form(s) in column a.

Column a	*Column b*
DA FORM 61	DA FORM 61-R, Privacy Act Statement
DA FORM 71	DA FORM 71-R, Privacy Act Statement
DA FORM 3574	DA FORM 3574-R, Privacy Act Statement
DA FORM 3575	DA FORM 3575-R, Privacy Act Statement

2. File this change sheet in front of the publication for reference purposes.

The proponent agency of this publication is the Adjutant General's Office.
(Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-RPC-PR, 9700 Page Boulevard, St. Louis, MO 63132.

By Order of the Secretary of the Army:

FRED C. WEYAND
General, United States Army
Chief of Staff

Official:
VERNE L. BOWERS
Major General, United States Army
The Adjutant General

DISTRIBUTION: To be distributed in accordance with DA Form 12-9A requirements for AR, Army National Guard and Army Reserve. Active Army: B (Qty rqr block no. 148). ARNG & USAR:A(Qty rqr block no. 147)

DATA REQUIRED BY THE PRIVACY ACT OF 1974

(5 U.S.C. 552a)

TITLE OF FORM	PRESCRIBING DIRECTIVE
APPLICATION FOR APPOINTMENT	135-100 / 145-1 351-5 / 601-100

1. AUTHORITY

Section 301 Title 5 USC

2. PRINCIPAL PURPOSE(S)

To obtain (1) an appointment as a warrant officer, (2) entry into officer candidate school, (3) commission in the Regular Army or the Army Reserve.

3. ROUTINE USES

Form is used to document background of applicant consistent prerequisites required for type of appointment. Form is used to establish eligibility for appointment.

4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION

Disclosure of personal information is voluntary. Failure to disclose required information results in no application being accepted.

CHANGE No. 3

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, *3 April 1975*

ARMY NATIONAL GUARD AND ARMY RESERVE

APPOINTMENT OF COMMISSIONED AND WARRANT OFFICERS OF THE ARMY

Effective upon receipt

This change provides for appointment to fill warrant officer MOBDES vacancies; implements change in security screening requirements for all applicants for appointment with concurrent AD; updates instructions for the integration of WAC applicants into detail branches concurrent with their appointments; provides for appointment without concurrent active duty of qualified RA officers who are selected for discharge as a result of RIF; implements requirement for photographs on applications for appointment as warrant officer with concurrent active duty; outlines procedures for appointment processing of Active Army personnel assigned to activities in the District of Columbia who are not within a geographic area of responsibility of an installation commander; and provides authority for the warrant officer technical advisor or substitute commissioned officer to vote on boards to examine warrant officer applicants.

AR 135-100, 17 March 1972, is changed as follows:

1. New or changed material is indicated by a star.

2. Remove old pages and insert new pages as indicated below:

Remove pages—	*Insert pages—*
1-1 through 1-6	1-1 through 1-6
2-1 through 2-7	2-1 through 2-8
3-7 and 3-8	3-7 and 3-8
4-1 and 4-2	4-1 and 4-2.1 4/30/75

3. File this change sheet in front of the publication for reference purposes.

*This change supersedes DA message AGUZ-RPC-PR 162012Z October 1974, subject: Interim Change to AR 135-100.

TAGO 401A—April 580-474°—75

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-RPC-PR, 9700 Page Boulevard, St. Louis, MO 63132.

By Order of the Secretary of the Army:

FRED C. WEYAND
General, United States Army
Chief of Staff

Official:

VERNE L. BOWERS
Major General, United States Army
The Adjutant General

Distribution:

To be distributed in accordance with DA Form 12-9A requirements for AR, Army National Guard and Army Reserve.

Active Army: B (Qty Rqr Block No. 148)
ARNG: A (Qty Rqr Block No. 147)
USAR: A (Qty Rqr Block No. 147)

CHANGE No. 2

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, *1 February 1974*

ARMY NATIONAL GUARD AND ARMY RESERVE

APPOINTMENT OF COMMISSIONED AND WARRANT OFFICERS OF THE ARMY

Effective 15 March 1974

This change exempts EM applying for OCS from position vacancy requirements and allows provisions of AR 140-50 to apply; rescinds the CG, USARV, as authority to tender appointments; deletes the requirements of RA officers to complete 10 or more years of active commissioned service in order to apply for a Reserve commission; authorizes the Defense Attaché to convene boards; provides for the recruiting of young women in the Army Aviation Flight Program; implements change in minimum age for 2LT-WAC; includes instructions for submission of appointment applications to fill MOBDES vacancies; implements change to reflect current MILPERCEN and RCPAC office symbols; rescinds waiver consideration of WO applicants for concurrent AD when MOS is not authorized by procurement directives; expands unit commander's statement on appointment applications; implements completion of certain educational requirements for appointment as chaplains; provides for crediting AD service performed as a commissioned officer during the Dominican and Vietnam conflicts; withdraws waiver provision for warrant officer applicants in intelligence career fields not meeting specific requirements outlined in AR 140-192; implements change in command reference as a result of DA reorganization; provides authority for area commanders to appoint a commissioned officer to serve in lieu of a WO technical advisor, on boards (without vote) to examine WO applicants.

AR 135-100, 17 March 1972, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert new pages as indicated below.

Remove pages	*Insert pages*
i and ii	i and ii
1-1 and 1-2	1-1 and 1-2
1-5 through 1-9	1-5 through 1-8
2-1 through 2-8	2-1 through 2-7
3-1 through 3-6	3-1 through 3-6
3-11 and 3-12	3-11 and 3-12
4-1 through 4-3	4-1 through 4-3
5-1 and 5-2	5-1
----------	Authentication page

3. File this change in front of the publication for reference purposes.

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) direct to Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-RPC-PR, 9700 Page Boulevard, St. Louis, MO 63132.

*This change supersedes DA message AGUZ-RPC-PR 241335Z Nov 72(U), subject: Interim Change to AR 135-100; DA message AGUZ-RPC-PR 281556Z Mar 73(U), same subject; and DA message AGUZ-RPC-PR 112013Z May 73(U), same subject; and rescinds RCS OPO-38.

TAGO 38IA—January 546-171°—74

By Order of the Secretary of the Army:

CREIGHTON W. ABRAMS
General, United States Army
Chief of Staff

Official:
VERNE L. BOWERS
Major General, United States Army
The Adjutant General

DISTRIBUTION:
To be distributed in accordance with DA Form 12-9A requirements for AR, Army National Guard and Army Reserve:

Active Army: B (Qty Rqr Block No. 148)
ARNG: A (Qty Rqr Block No. 147)
USAR: A (Qty Rqr Block No. 147)

CHANGE No. 1

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, *13 June 1972*

ARMY NATIONAL GUARD AND ARMY RESERVE

APPOINTMENT OF COMMISSIONED AND WARRANT OFFICERS OF THE ARMY

Effective in accordance with the messages superseded below

This change provides a requirement that female applicants for appointment in USAR furnish a statement concerning marital status and dependents.

AR 135-100, 17 March 1972, is changed as follows:

1. New or changed material is indicated by a star.
2. Remove old pages and insert revised pages as indicated below:

Remove pages	*Insert pages*
1-9	1-9
2-1 through 2-4	2-1 through 2-4
3-5 and 3-6	3-5 and 3-6

3. File this change sheet in front of the publication for reference purposes.

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) through appropriate channels, to Commanding General, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-RPC-PR, St. Louis MO 63132.

By Order of the Secretary of the Army:

W. C. WESTMORELAND,
General, United States Army,
Chief of Staff.

Official:
VERNE L. BOWERS,
Major General, United States Army,
The Adjutant General.

Distribution:
To be distributed in accordance with DA Form 12-9 requirements for AR, Reserve Components.
Active Army: B (qty rqr block No. 225).
ARNG: A (qty rqr block No. 224).
USAR: A (qty rqr block No. 224).

*This change supersedes DA message AGUZ-RPC-PR 031541Z May 72 (U), Subject: Interim Change to AR 135-100; and DA message AGUZ-RPC-PR 121602Z May 72 (U), same subject.

DATA REQUIRED BY THE PRIVACY ACT OF 1974
(5 U.S.C. 552a)

TITLE OF FORM	PRESCRIBING DIRECTIVE
Oath of Office-Military Personnel	AR 135-100

1. AUTHORITY

Sec 3331, 5 USC; 10 USC 270

2. PRINCIPAL PURPOSE(S)

To insure that officer accepts an appointment when it is tendered to him.

3. ROUTINE USES

In preparing statements of service; computing basic pay date, the form is examined for date of oath as that is the beginning date of officer's service.

The SSN is used to identify the individual.

4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION

It is mandatory for an officer to execute the oath of office. His failure to do so would result in the appointment being invalid.

DATA REQUIRED BY THE PRIVACY ACT OF 1974
(5 U.S.C. 552a)

TITLE OF FORM	PRESCRIBING DIRECTIVE
Certificate of Acknowledgement and Understanding of Service Requirements for Individual Applying *(Continued in Item 3)	AR 135-100

1. AUTHORITY

10 USC 651 and 10 USC 270

2. PRINCIPAL PURPOSE(S)

Used together with application for appointment to show the individual understands he incurs a 6 year statutory obligation.

3. ROUTINE USES

Information is used to establish and record the obligation incurred by the officer.

The SSN is used to identify the individual.

*Title of Form - Continued
for Appointment in the USAR Under the Provisions of AR 135-100, AR 135-101 or AR 601-139 as applicable - Individuals Under 26 Years of Age Without Prior Service

4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION

It is mandatory that applicants for appointment complete the form to show their understanding of the service requirements.

DATA REQUIRED BY THE PRIVACY ACT OF 1974
(5 U.S.C. 552a)

TITLE OF FORM	PRESCRIBING DIRECTIVE
Certification of Acknowledgement and Understanding of Service Requirements for Individuals *(Continued in Item 3)	AR 135-100

1. AUTHORITY

10 USC 270

2. PRINCIPAL PURPOSE(S)

Used together with application for appointment to show the individual understands his service requirements.

3. ROUTINE USES

Information is used to establish and record the contractual service obligation incurred by the officer.

The SSN is used to identify the individual.

*Title of Form - Continued
Applying for Appointment in the USAR Under the Provisions of AR 135-100, AR 135-101 or AR 601-139 as Applicable - Individuals Without a Statutory Service Obligation.

4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION

It is mandatory that applicants for appointment complete this form to show their understanding of the service requirements.

*AR 135–100

ARMY REGULATION
No. 135–100

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, *17 March 1972*

ARMY NATIONAL GUARD AND ARMY RESERVE

APPOINTMENT OF COMMISSIONED AND WARRANT OFFICERS OF THE ARMY

Effective 1 May 1972

This revision incorporates administrative changes and changes resulting from study of direct appointments conducted in consonance with the Hollingsworth Board recommendations. Local supplementation of this regulation is prohibited except upon approval of the Commanding General, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ–PPC, 9700 Page Boulevard, St. Louis, MO 63132.

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*This regulation supersedes AR 135–100, 2 January 1968, including all changes.

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CHAPTER 1
GENERAL

1-1. Purpose. This regulation establishes responsibility and provides procedures for the appointment of male and female commissioned and warrant officers in the Reserve Components of the Army. Exceptions to this regulation will be made only by HQDA on an individual basis. This regulation does not govern appointments of Reserve general officer grades (AR 135-156); Army Medical Department commissioned officers (AR 135-101); graduates of senior ROTC units (AR 145-1); or graduates of officer candidate schools (AR 351-5, AR 140-50). Throughout this regulation the words "he/his" are intended to include both the masculine and feminine genders and any exceptions thereto will be so noted.

1-2. Appointment limitations. Appointment of qualified applicants are limited to—

a. Commissioned officers to fill—

(1) Mobilization designee table of distribution vacancies as determined by RCPAC upon review of application.

(2) Ready Reserve troop program unit vacancies. Applications for direct appointment will be processed for position vacancies only when there is no qualified officer available. (See para 2-3*a*(3) for statement required in this instance.) This requirement is not applicable to enlisted personnel applying for OCS.

(3) The grade of captain or below to meet the need for Ready Reserve reinforcements for assignment to the Individual Ready Reserve. Appointments will be tendered only to exceptionally well qualified individuals who cannot otherwise obtain a commission because of lack of position vacancy in USAR units, mobilization designation table of distribution vacancies, or inability to join a unit due to geographical location. Chaplains may be appointed to the Individual Ready Reserve (IRR) without regard to unit vacancies or geography.

(4) Active duty requirements when qualified Reserve officers are not available.

b. Warrant officers to fill—

(1) Mobilization designee table of distribution vacancies as determined by RCPAC upon review of application.

(2) Ready Reserve troop program unit vacancies based on MOS requirement regardless of the number of warrant officers assigned, provided warrant officers assigned as overstrength who are not qualified in the MOS required for the position vacancy are first given the opportunity to become qualified in the MOS and to accept assignment to the position. (See para 2-3*a*(3) for statement required in this instance.)

(3) Ready Reserve reinforcements for assignment to the Control Group (Reinforcement.) Appointments will be tendered only to exceptionally well qualified individuals who cannot otherwise obtain a commission because of lack of position vacancy in USAR units, mobilization designation table of distribution vacancies, or inability to join a unit due to geographical location.

(4) Active duty requirements under specific allocations announced by HQDA, when qualified Reserve warrant officers are not available.

c. The restrictions in *a* above do not apply to—

(1) Warrant officers and enlisted personnel in the Active Army.

(2) Reserve officers in a grade above colonel who cease to occupy a position commensurate with their grade.

(3) Regular Army officers selected for involuntary discharge as a result of reduction in force, applying for appointment without concurrent active duty, effective upon the date after discharge.

(4) Regular Army officers applying for appointment in the Army Reserve concurrent with their unqualified resignation, and National Oceanic and Atmospheric Administration officers eligible for appointment as an exception to the provisions of paragraph 1-5*e*.

1-3. Appointing authority. The authority to tender appointments in accordance with para-

graph 2-2 is delegated as follows (see AR 135-101 for Army Medical Department branches):

a. Headquarters, Department of the Army. The Adjutant General (CG, RCPAC) for the appointment of ARNGUS and USAR commissioned and warrant officers, except general officers, with or without concurrent active duty.

b. Area commanders. For the appointment of USAR commissioned and warrant officers residing within the geographical areas of their commands. This authority may not be further delegated except to Commanding Generals of US Army Western Command, Hawaii; US Army Base Command, Okinawa, US Army, Japan; and Eighth US Army, Korea; when appointment with concurrent active duty has been approved at HQDA. Appointments will not be effected in the following cases without prior approval of HQDA:

(1) When concurrent active duty is requested.

(2) When the applicant has been previously separated from the service with severance pay.

(3) For assignment in the following branches:

(a) Chaplain.

(b) Judge Advocate General's Corps.

(c) Staff Specialist.

(4) Any application submitted under section VI, chapter 3.

(5) When warrant officer assignment is for—

(a) Army Bandmaster.

(b) Military Police Corps. See AR 195-3.

★*c. Excepted appointments.* As an exception to *a* and *b* above, the authority to tender appointments in the USAR is further delegated as shown below:

(1) The Commandants, US Army Aviation School and US Army Primary Helicopter School, and the Deputy Commandant, US Army Aviation School Element, will tender appointments to enlisted graduates of the Warrant Officer Rotary Wing Aviator Course and the Warrant Officer Fixed Wing Aviator Course (AR 611-85).

(2) The Commander, US Army Ordnance Center and School, Aberdeen Proving Ground, Maryland, will tender appointments in the USAR with concurrent active duty to enlisted graduates of the Ordnance Warrant Officer Candidate Course.

1-4. Eligibility criteria. Individuals possessing the qualifications in *a* through *i* below may apply for appointment, except those individuals enrolled in or formally approved for officer candidate school or prewarrant officer programs.

a. Age. Minimum and maximum age limitations are shown in table 1-1. The applicant must not have reached the birthday of the maximum age indicated prior to appointment.

b. Citizenship.

(1) Except for medical, dental, and allied category specialists liable for induction, and as indicated in (2) below, an applicant must be a US citizen or have lawfully entered the United States for permanent residence under applicable provisions of the Immigration and Naturalization Act as amended, unless he is currently serving, or has served previously in the Armed Forces of the United States. Foreign nationals living in the United States or its possessions who have not applied for permanent resident (nondeclarant alien) may submit application for initial appointment with the provision that if acceptable, application for permanent residence will be made.

(2) Applicants for Military Intelligence and Civil Affairs branches must be citizens of the United States.

(3) Under no circumstances will appointment be made from the following categories:

(a) Applicants who have been convicted of wartime desertion or evasion of military service, as specified in the Immigration and Naturalization Act.

(b) Any individual barred from citizenship because of having applied for and having been relieved or discharged from service in the Armed Forces by reason of alienage.

c. Mental.

(1) Applicants for appointment as a commissioned officer must achieve a score of 110 or higher on Aptitude Area GT and a score of 90 or higher on Subtest 2 on the Officer Selection Battery (OSB). An applicant for appointment as a

warrant officer must have a recorded standard score of 110 or higher on the Army Aptitude Area GT. If the required score(s) is not recorded, the applicant must be tested to determine his mental qualification.

(2) Provisions of (1) above are not applicable for appointment—

(a) In the Army Medical Department, Chaplain's Branch, or Judge Advocate General's Corps.

(b) Of a former commissioned officer applying for reappointment as a commissioned officer or appointment as a warrant officer.

(c) Of a former warrant officer applying for reappointment as a warrant officer.

★(3) Applicants from one of the other Armed Forces will be required to submit evidence of attainment of a qualifying score of 110 or higher on Aptitude Area GT. If available, records of scores will be forwarded by the custodian of the applicant's personnel records to the commander of the Army installation processing the application. If required test scores are not available, arrangements will be made to administer the entire test battery. All aptitude area scores will be computed including the GT. The retest scores will become the official scores of record for all personnel programmed. The test control officer will submit the test results to the commander processing the application.

d. Education. Each applicant must—

(1) Have demonstrated understanding and proficiency in the English language. Applicants whose mother tongue is other than English will be carefully examined by the board to ensure that their command of the English language is sufficient to enable them to perform as officers.

(2) For appointment as a commissioned officer, be a graduate of high school or school of comparable level, or pass the General Education Development Test (high school level or higher) and meet any additional requirements for specific branches.

(3) For appointment as a warrant officer, have sufficient education, technical training, and practical experience to ensure satisfactory performance of duties of the classification for which application is made.

e. Character. Each applicant must be of good moral character.

f. Leadership. Applicants must possess qualifications as potential leaders and have the ability to deal effectively with people. Such qualifications may be evaluated in terms of the applicant's background and experience.

g. Medical.

(1) Medical requirements are prescribed in AR 140–120 and in chapter 2 and paragraph 7–15, AR 40–501.

(a) For flight training. A Type B medical examination as prescribed in chapter 10 and appendix IX, AR 40–501, to meet class 1A flying duty medical fitness standards in chapter 4, AR 40–501.

(b) For continuance of aviation duty. A Type B medical examination as prescribed in chapter 10 and appendix IX, AR 40–501; to meet class II flying duty medical standards prescribed in chapter 4, AR 40–501.

(c) For all other personnel. A Type A medical examination as prescribed in chapter 10 and appendix IX, AR 40–501, to meet medical fitness standards prescribed in chapter 2, AR 40–501.

(2) The area commander will process medical examinations and waivers as follows:

(a) Forward class 1A flying duty medical examinations to HQDA(DASG-HES) WASH DC 20314, for review. Waivers will not be granted.

(b) Designate flight surgeons or aviation medical officers to review all class II and class III flying duty medical examinations. Individual cases of questionable or controversial nature may be forwarded directly to HQDA(DASG-HES) WASH DC 20314, for review.

(c) Take action on all other reports of medical examinations.

h. Security requirements.

(1) Army area commanders or commanders initially receiving the application, as appropriate, will ensure that the following files are screened, with favorable results before tendering appointment.

(a) Military Personnel Records Jacket,

US Army (DA Form 201). If available, screen the equivalent file for other Armed Forces applicants.

(b) Files of the US Army Investigative Reports Repository (USAIRR), Fort Meade, MD, will be screened on all nonprior service applicants for appointment with concurrent active duty and all prior service applicants for concurrent active duty when there has been a break in service greater than 1 year dating from the individual's last period of service or there is no record of a security clearance in the individual's personnel file. Applicants for appointment without concurrent active duty will be screened as indicated in (2) below.

(2) USAIRR files will not be screened if evidence indicates a previous favorable National Agency Check (NAC) provided—

(a) There has not been a break in service greater than 1 year dating from the individual's last period of service, and

(b) Screening of the DA Form 201 is favorable.

(3) When suitability information is contained in the USAIRR files the area commander will establish boards to—

(a) Evaluate such information.

(b) Determine whether information should be submitted to the CG, RCPAC, as a possible bar to appointment.

(4) When a USAIRR file check reveals no record of a NAC having been completed, a NAC will be required unless a final security clearance has been granted, service has been continuous for the past 5 years, and screening of the DA Form 201 is favorable.

(5) A cryptographic clearance is required for each applicant for assignment to Army Securities Specialties. Applicants for appointment with assignment to Military Intelligence Branch will be informed that a special background investigation and final clearance may take up to 12 months. Special background investigation will be initiated by the originating unit commander in accordance with paragraph 1-7*d*, AR 140-192 for USAR applicants. NGR 604-10 applies to ARNG applicants for appointment. All applicants for Military Intelligence except those for MOS 963A, PW Interrogator, must be declared eligible for access to Special Intelligence.

(6) A background investigation is required for all alien personnel prior to their appointment as officers in the USAR.

(7) USAIRR files will always be screened on applicants from one of the other Armed Forces.

(8) Waivers of above requirements will not be granted, except as outlined in paragraph 3-8*f*.

i. Examining boards. Applicant must appear before an examining board as prescribed in chapter 4, except those individuals applying under paragraph 1-5*c*(4)(*b*) and 1-5*c*(5) and 1-5*e*(2), and as otherwise provided for in this regulation or in regulations governing specific appointments.

1-5. Ineligibles. The following persons are not eligible for appointment unless waiver is authorized under the provisions of paragraph 1-6:

a. Conscientious objectors, except those classified by Selective Service 1-A-0 who volunteer for noncombat service with concurrent active duty. See paragraph 2-1*j* for statement required for such applicants.

b. Persons who have been adjudged youthful offenders or have a record of convictions by any

type of military or civil court, excluding minor traffic violations involving a fine or forfeiture of $50 or less and excluding action taken under Article of War 104 or Article 15, Uniform Code of Military Justice.

c. Persons dropped from the rolls or released from active duty, or separated from any com-

ponent of the Armed Forces of the United States for any of the following reasons:

(1) Under other than honorable conditions. If, upon appeal, an individual's discharge was changed to separation "under honorable conditions," he is not eligible for appointment soley because of such change. The change in the character of discharge does not alter the official record of the individual's service. Appointment will be tendered or refused, based upon the facts and merit of the individual case.

(2) For unsatisfactory service.

(3) Resignation for the good of the service in lieu of court-martial, elimination, or any form of disciplinary or corrective action.

(4) Commissioned officers having been twice passed over for promotion or otherwise released from active duty or active status because of failure to be promoted to a higher commissioned grade except—

(a) Individuals in this category are eligible to apply for appointment as warrant officer USAR if otherwise qualified.

(b) A Regular Army officer with less than 20 years of active Federal service who is discharged because of failure, after second consideration, to be selected for RA promotion, or who voluntarily resigns prior to discharge from the RA may apply to Cdr, RCPAC, ATTN: AGUZ–PAA, 9700 Page Blvd., St. Louis, MO 63132, for a Reserve commission. If it is determined applicants can be utilized in a Reserve status, they may be appointed in active Reserve status without regard to the limitations in paragraph 1–2, or, if desired, they may request concurrent transfer to the retired Reserve. Appointments will be tendered only to former RA officers whose overall record of previous performance indicates they have a high degree of potential for service in the Reserve Components.

(5) USAR warrant officers having been twice passed over for AUS or USAR promotion to a higher warrant officer grade are ineligible for appointment as commissioned officers or warrant officers. A Regular Army warrant officer with less than 20 years of active Federal service who is discharged because of failure, after second consideration, to be selected for promotion, or who voluntarily resigns prior to discharge therefor, may apply to Cdr, RCPAC, ATTN: AGUZ–PAA, for a Reserve warrant. If it is determined that the applicant can be used in a Reserve status during mobilization, he may be appointed in an active Reserve status without regard to the limitations in paragraph 1–2, or if he desires, he may request concurrent transfer to the retired Reserve. However, personnel so appointed will not be brought to active duty under any procurement program except *an involuntary order to active duty, during a mobilization.*

(6) Having been separated from any component of the Armed Forces as a security risk. Applications filed by individuals who were under security investigation at time of their separation will be forwarded to the Cdr, RCPAC, ATTN: AGUZ–PAA.

(7) For failure to maintain eligibility for retention in an active Reserve status. After a lapse of 1 year, an individual may be considered for appointment if the obstacles to active Reserve participation have been removed. An individual in this category must—

(a) Prove conclusively a valid reason for nonparticipation existed but is no longer an obstacle.

(b) Agree to participate actively if appointed.

d. Commissioned officers, warrant officers, and enlisted personnel drawing retired pay for services with any of the Armed Forces.

e. Commissioned officers of the Regular components of the Armed Forces, Public Health Service, and National Oceanic and Atmospheric Administration, except—

★(1) Officers of the Regular Army, as indicated in *c*(4)*(b)* above; Regular Army company grade officers who apply for Reserve appointment concurrent with their unqualified resignation; Regular Army field grade Medical Corps and Dental Corps officers subsequent to unqualified resignation; and Regular Army officers selected for involuntary discharge as a result of reduction in force. These officers are not eligible for appointment as Reserve commissioned officers with concurrent call to active duty.

(2) Officers commissioned from the Army ROTC Program who are about to be separated from the National Oceanic and Atmospheric Administration prior to completion of at least 6 years' active duty. Such officers will be appointed upon discharge from the National Oceanic and Atmospheric Administration, if otherwise qualified, without regard to the provisions of paragraph 2-3*c*(4)*(c)*.

f. Cadets, United States Military Academy, United States Air Force Academy and United States Coast Guard Academy, and midshipmen, United States Naval Academy.

g. Individuals who are pursuing a course of graduate study in one of the health professions (medicine, osteopathy, dentistry, veterinary medicine, or optometry) except those participating in programs sponsored by the Surgeon General.

h. Applicants whose appointment would cause them to hold simultaneously more than one Reserve status. This does not preclude appointment when separation from the current Reserve status can be accomplished. For example, an Army Reserve member on active duty cannot be separated from his current status so long as he is to remain on active duty in that status. His appointment to another Reserve status will not be made unless he is to be placed on active duty under the new Reserve status.

i. Individuals denied retired pay or annuities under the so-called "Hiss Act" (Act of 1 September 1954 (68 Stat. 1142), as amended (5 U.S.C. 8311 et seq.)).

j. Individuals who are, or have been, members of any foreign or domestic organization, association, movement, group, or combination of persons advocating a subversive policy or seeking to alter the form of Government by unconstitutional means, whose case has not been adjudicated favorably by the Department of the Army.

k. Citizens of the United States residing in a foreign country, except those—

(1) Residing in a country where the United States has troops stationed, or

(2) Residing in a country where the United States has a military mission, advisory, or similar group, or

(3) Employed by the US Government and on duty with an Embassy, Legation, or Consular office of the United States.

(4) Residing in an area occupied by the Armed Forces of the United States.

Note. Request to obtain the official consent of the country in which they reside to accept appointment as a USAR commissioned or warrant officer from individuals in (1), (2), and (3) above will be submitted through diplomatic channels.

l. Except as indicated in AR 135-101, applicants with a Selective Service classification of 1-A, or whose classification could be changed to 1-A; with loss of deferment status, except when applying for appointment with concurrent active duty.

m. Enlisted members of the Reserve Components of the Armed Forces of the United States with a remaining service obligation who have not completed an initial tour of active duty or active duty for training. Applications may be accepted from such applicants when concurrent active duty is requested.

n. Applicants for appointment as commissioned officer who are unable to complete 20 years creditable service for retirement or retired pay prior to mandatory removal from an active status or those applying for concurrent active duty who are unable to qualify for retirement under Title 10, United States Code, section 3911, prior to attaining 28 years' service as computed under the provisions of Title 10, United States Codes, section 3853. Applicants for warrant officer appointment who are unable to complete 20 years of satisfactory active Federal service prior to age 62.

o. Individuals transferred to the Standby Reserve or discharged from the Army as a result of approved exemption from involuntary order to active duty as a member of the Ready Reserve.

p. Those who are in the military service of foreign government, or those employed by a foreign government.

q. Individuals will not be initially appointed

under sections VI, VII, or VIII, chapter 3, who currently hold an appointment as a commissioned officer in the USAR. Further, no person will be appointed whose separation from previous service was under circumstances that indicate there is an attempt to circumvent normal promotion procedures.

r. (1) Regular Army warrant officers whose appointment would cause them to hold dual warrant officer status. However, they may apply for direct appointment as a commissioned or warrant officer with concurrent active duty, provided a resignation from their Regular Army status is submitted.

(2) Regular Army warrant officers may apply for direct appointment as USAR commissioned officers, without concurrent active duty, to participate in the Dual Component Personnel Management Program (AR 600–39). Appointment for this program requires discharge from Regular Army warrant officer status the day before the reporting date of entry on active duty as a commissioned officer. An RA warrant officer who was twice passed over for promotion or otherwise released from active duty or active status because of failure to be promoted to a higher commissioned officer grade is ineligible for appointment under this program.

1–6. Waiver. Request for waiver will be submitted with the application and must contain complete justification, including recommendations of intermediate commanders when applicable. Waiver of both education and experience will not be considered for appointment under section VI or X, chapter 3.

a. The following requests will be forwarded to the CDR, RCPAC, ATTN: AGUZ–PAA:

★(1) Waiver of minimum age will not be authorized. Exceptions to maximum age, education, experience, and military training will be considered when individuals possess unusual skills or technical qualifications fulfilling a specific need. Waiver of both education and experience will not be considered for appointment under section X, chapter 3.

★(2) Waiver of age for appointment in grade of second lieutenant in excess of age 32 years and 6 months when applicant possesses outstanding military experience, leadership abilities, or educational qualifications. DCSPER, DA is the final approval authority for such waiver. (See *e* below.)

(3) Waiver of conviction of the following offenses will be submitted with the application and evaluated with the National Agency Check:

(a) Felony under local, Federal, or military law.

(b) One which resulted in sentence to confinement in prison, stockade, or detention area, or in sentence to hard labor.

(c) One involving moral turpitude.

(4) Applications from individuals employed by a foreign government for final determination by the Secretary of the Army.

(5) Waiver of requirements set forth in paragraph 3–11 for appointment in The Judge Advocate General's Corps.

(6) Waiver of the provisions of paragraph 1–5*c*(4) will be considered for those individuals who were discharged as a result of twice failing of selection for USAR promotion based on promotion service accrual while regularly enrolled as students in approved medical or dental schools or while undergoing civilian internship or residency training.

(7) Exceptions to paragraph 1–5*o* may be made when appointment is for concurrent active duty. Those members of the Standby Reserve requesting waiver under this subparagraph must also meet the requirements of paragraph 1–5*h*.

(8) Waiver of the provisions of paragraph 1–5*n* may be considered at HQDA on an individual basis when an applicant applying for appointment without concurrent active duty possesses outstanding qualifications.

(9) Waiver of warrant officer MOS not authorized by procurement directives for concurrent active duty will not be considered for appointment under section X, chapter 3.

b. Waiver of disqualifications other than those authorized in this paragraph will be granted only by the Secretary of the Army upon the recommendation of the CNGB or CAR through DSCPER, DA. Requests for waiver will be submitted through command channels, must fully justify the waiver as being in the best interest of the Army, and must clearly state, with supporting documentation, that the experience or professional qualifications of the individual

uniquely suit the position to which he or she is to be appointed.

c. Requests will be forwarded directly to HQDA (DACH–ZA) WASH DC 20310 for exceptions to maximum age limitations for initial appointment in the Chaplains Branch. Applicants ineligible under paragraph 1–5*n* must complete the statement in paragraph 2–1*p*.

d. Area commanders may grant a waiver for offenses under military or civil codes, except as specified in *a*(3) above, if the applicant's conduct and character at this time are above reproach and the potential value of the applicant's services is considered to be very high.

★*e.* Appointing authorities (para 1–3*b*) may approve requests for waiver of maximum age 28 up to 32 years and 6 months as of the date of appointment for initial appointment as second lieutenant when authorized to appoint without referral to RCPAC for approval.

1–7. Grade on appointment. If otherwise qualified, applicants may be appointed in grades indicated.

a. Commissioned officers.

(1) Applicants for direct appointment will not be appointed above the grade of second lieutenant, except those who qualify for appointment in the Chaplain's branch or the Judge Advocate General's Corps.

(2) Officers and former officers.

(a) Former Army officers in the highest grade satisfactorily held or in the last grade held if reduced from a higher grade.

(b) Reserve officers or former commissioned officers of the other Armed Forces of the United States, United States Public Health Service, including temporary officers thereof, and officers of the National Oceanic and Atmospheric Administration when applicable, in the Army grade comparable to the last grade satisfactorily held.

(c) Former second lieutenants who upon appointment would be eligible for promotion to first lieutenant may be appointed in the grade of first lieutenant.

(d) Reserve general officers (not on active duty) who are discharged because they cease to occupy a position commensurate with their grade or a higher grade may be appointed in the Reserve grade held prior to being appointed in a general officer grade.

★(3) Appointment to fill troop program unit and mobilization designation vacancies will be in the appropriate branch and in the grades authorized in (1) and (2) above and (4) and (5) below. An applicant qualified for appointment in a grade of lieutenant or above may be appointed in a vacancy in which the TOE or TDA authorized grade is up to two grades above the grade of appointment. An officer occupying a position in which a higher grade is authorized will not be counted against the strength authorization in the TOE/TDA for his grade.

(4) For grades on appointment with assignment to the Judge Advocate General's Corps, Civil Affairs, as professional and technical specialists, or Chaplains, see appropriate sections in chapter 3 of this regulation. For grades on appointment in the Army Medical Department, see AR 135–101.

(5) Applicants may be appointed in grades up to and including colonel.

b. Warrant officers. Appointments will be as warrant officers, W–1, except with CONUSA approval—

(1) Chief warrant officers and former chief warrant officers may be appointed in the highest warrant officer grade satisfactorily held.

(2) Commissioned and former commissioned officers who have served a minimum of 2 years active service in a commissioned status may be appointed in the grade of chief warrant officer, W–2.

(3) Enlisted personnel serving in grades E8 or E9 may be appointed in the grade of chief warrant officer, W–2, provided they have served at least 2 years in an active status in either of those grades as of date of appointment.

1-8. **Service obligations.** *a.* For obligations incurred upon initial appointment, see AR 135-91 and DA Forms 3574 and 3575.

b. Nonobligated personnel appointed as commissioned or warrant officers must be available for service during any emergency or mobiliza-

Table 1–1. Minimum and Maximum Age Limitations

Grade	*Minimum age*	*Maximum age less than*
Second lieutenants, except chaplain candidates	18	28
Second lieutenants—chaplain candidates	18	34
First lieutenants—chaplains	18	40
First lieutenant	21	33
Captain	.....	39
Major	.....	48
Lieutenant colonel	.....	51
Colonel	.....	55
Warrant officer	18	46

Maximum age limitations may be increased for former officers and warrant officers by an amount not more than the length of previous service in grade in which appointment is authorized. (Previous service includes active duty or active Reserve service in any component of the Armed Forces.) An increase in age is not authorized if an applicant will have less than 2 years to serve before being removed from an active status under provisions of AR 140–10, or if applying for appointment and concurrent active duty before being removed from active duty with the Active Army under the provisions of AR 635–100.

★ Table 1–2. Qualifying Score Equivalents RESCINDED

CHAPTER 2
PROCESSING

2-1. Applications and allied papers. Applications for appointment will include the following documents, except as indicated in *r* through *t* below:

a. DA Form 61 (Application for Appointment) in triplicate.

★(1) When submitted under section VI, chapter 3, the specialty for which applying will be shown below in Item 41 (Remarks).

★(2) Individuals currently holding any other USAR status will include a statement in Item 41 that they understand their present Reserve status will be vacated by acceptance of appointment.

★(3) Individuals serving in oversea commands will include in Item 41 the scheduled date of return to CONUS or rotation to another location in an oversea command.

b. Documentary evidence of educational qualifications. Consolidated transcripts of college and university study will be signed by an official of the institution attended. Photostatic or true copies are acceptable.

c. DD Form 398 (Statement of Personal History) in duplicate.

d. Forms required for completion of personnel security investigation as specified in AR 381-20. Applications for appointment and concurrent active duty will include a statement that a National Agency Check or other investigation of broader scope has been initiated (date initiated) or that such investigation has been conducted previously with identifying date. A new NAC is not required for personnel applying for aviation warrant officer flight training and direct appointment as warrant officer with concurrent active duty who have a favorable ENTNAC or NAC and have not had a break in service of 12 months or more.

e. Standard Form 88 (Report of Medical Examination) will be prepared in duplicate and Standard Form 93 (Report of Medical History) will be prepared in original only. If a previous medical examination is valid under AR 40-501, a new medical examination will be required only if the appointing authority has reason to question the medical fitness of the applicant, or if the applicant requests an examination. Any applicant drawing a pension, disability compensation, or retirement pay must undergo a medical fitness examination regardless of how recently his last medical examination was completed. Applicants, except members of the other Armed Forces, applying for appointment with concurrent active duty will not be required to undergo a medical examination until notification is received from the CG, RCPAC, of selection for appointment. Applicants for appointment without concurrent active duty will not be required to undergo medical examinations until selected for appointment.

f. Additional information required for appointment in Military Intelligence and Military Police Corps.

(1) Applications for Military Intelligence Branch with concurrent active duty will, without regard to any prior investigation completed, include five copies of DD Form 398 (Statement of Personal History) with all applicable items completed as prescribed in AR 381-20 and record of prior clearances entered on the last page of DD Form 398 from personnel records; two copies of FD Form 258 (Fingerprint Card): DD Form 1584 (Department of Defense National Agency Check Request); and two full length photographs approximately post card size.

(2) Applications for Military Intelligence Branch without concurrent active duty will include the documents prescribed in AR 140-192 and AR 614-102.

(3) Applications for appointment as a warrant officer in the Military Police Corps will include documents prescribed in AR 195-3.

g. Photocopy of diploma or certificate evidencing completion of Army correspondence course when required.

h. DA Form 160 (Application for Active Duty) in duplicate, when applying for concurrent active duty. Individuals who are members of the other Armed Forces when applying for MOS/SSI requiring completion of specific Army courses

must indicate in Item 13 (Remarks) completion of equivalent formal instruction within the specific area. Applications must contain evidence indicating courses completed and scope of instruction.

i. A signed statement will be furnished by former conscientious objectors expressing abandonment of such beliefs so far as they pertain to their willingness to bear arms and to give full and unqualified military service to the United States and agreeing that they will not apply for separation by reason of conscientious objection during the period of their contracted agreement.

j. A statement by a conscientious objector applying for appointment in the Chaplains Branch or a corps of the Army Medical Department (except Veterinary Corps) to the effect that he conscientiously objects to combat service but is willing to perform full and unqualified service as a Chaplain or officer of the Army Medical Department (except Veterinary Corps). Conscientious objectors applying under the provisions of this paragraph must possess a Selective Service classification of no higher than 1–A–0 (as opposed to I–0).

k. Members of Reserve Components not on active duty, of the Navy, Air Force, Marine Corps, Coast Guard, and Public Health Service, must submit a conditional release obtained through official channels. Members of the other Armed Forces (except US Coast Guard) on active duty will be accepted and processed without statement of conditional release from the losing service. Applications from members of the US Coast Guard must be accompanied by a conditional release or a copy of a request for such release.

l. A statement from the State adjutant general that a member of the ARNG or ARNGUS applying for appointment, if tendered an appointment, will be separated from his National Guard status.

m. Nonprior-service applicants who have not previously incurred a service obligation will complete Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment (DA Form 3574) in triplicate.

n. Prior-service applicants appointed following a break in service will complete Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment (DA Form 3575) in triplicate.

o. An individual not a citizen of the United States by birth will submit a statement as shown in figure 2–2. Children born of an American parent or parents outside the United States acquire citizenship through the parent or parents. Citizenship verification of persons born abroad of an American parent or parents will be made in one of two ways:

(1) Presentation of a Certificate of Citizenship (Form N–600) issued by the Immigration and Naturalization Service. To preclude a future challenge to their claim of citizenship, applicants not having this document should be advised to make application at the nearest office of the Immigration and Naturalization Service.

(2) Presentation of an authenticated copy of Department of State Form 240 (Report of Birth Abroad of a Citizen of the United States of America). This form is also referred to as the Consular Report of Birth. Applicants may obtain this document from the Authentication Officer, Department of State, WASH, DC 20520.

p. The following signed statement from an applicant for appointment as a Chaplain who because of paragraph 1–5*n* is unable to qualify for retirement benefits. This statement is not required for those individuals who cannot qualify for retirement under 10 U.S.C. 3911 prior to attaining age 60.

I understand that, because of my age, the possibility of my becoming entitled to military retirement benefits under existing legislation is contingent upon the passage of future events which are not accurately predictable at this time.

q. Applicants will complete a chronological listing of all civilian employment and degree of responsibility at each position.

r. During a time of induction a statement by applicants who are enlisted members of the Reserve Components of the Armed Forces and who have completed 6 months active duty or an initial tour of ADT acknowledging that if their induction is caused by failure to participate satisfactorily in required training, they will be ineligible for active duty as an officer or warrant officer and their commission or warrant will be terminated.

★*s*. In lieu of formal application the following may request appointment in letter form. For the purpose of (4) below, USAR officers are not authorized to branch transfer between a basic branch and a special branch, between special branches, or from a special branch to a basic branch (para 3–1, AR 140–10).

(1) Regular Army officers applying for USAR appointment concurrent with Regular Army resignation.

(2) Individuals currently serving on active duty as officers of the other Armed Forces when applying for appointment with concurrent active duty as prescribed in AR 614–120.

(3) Warrant officers applying under paragraph 3–33*a*(3) and (4), and former officers under paragraph 3–33*a*(5) when applying within 1 year from date of discharge. Such applicant must meet requirements of paragraph 1–4*g*.

(4) USAR officers applying for appointment in another branch or grade. Such applicants must furnish documentary evidence of educational level as required for the branch and any additional forms, documents, or information as required by other regulations or the section of those regulations governing the particular branch. In addition, a current medical examination as prescribed in AR 140–120 is required.

(5) Regular Army officers eligible to apply for Reserve appointments as commissioned officers, without concurrent active duty, effective upon date after discharge.

t. For members of the National Oceanic and Atmospheric Administration applying under paragraph 1–5*e*, the forms required by *a*, *c*, *d*, and *f* above.

u. Name in which appointed. Ordinarily, applicants will be appointed in the name reflected in a birth, baptismal, citizenship, or naturalization certificate, or court order authorizing a change of name. An individual may be appointed at his request in the name by which he is known in his community, provided the assumption of that name was not for fraudulent purposes.

(1) An applicant desiring to be appointed in a name as indicated above will be required to submit a written request for name change. The signatures of two individuals who can attest to the truth of the applicant's request must also be furnished. The statement of these individuals should read "The attached information is true to the best of my knowledge and belief." The statement must be dated and signed, current addresses (including ZIP codes) must be given, and the relationship to the applicant must be indicated. It is preferable that the witnesses include the applicant's natural parents, stepparents, or legal guardian. In appropriate cases, the witnesses may include reliable members of the community, such as school officials, clergy, close relatives, and neighbors.

(2) In appropriate cases, the DD Form 369 (Police Record Check) should be accomplished reflecting both the name as recorded on one of the official documents indicated above, and the name assumed by the individual.

v. A copy of enlisted applicant's DA Form 20 (Enlisted Qualification Record) and/or DA Form 2–1 (Personnel Qualification Record-Part II) will accompany the application. Applicants who are members of the Air Force, Navy, Marine Corps, or US Coast Guard will submit a copy of the equivalent form used by the parent service.

w. Individuals with more than 17 years of active Federal service who apply for appointment as a warrant officer with concurrent active duty must complete the following statement:

I, _____, hereby volunteer to remain on active duty for a period of 3 years in warrant officer status subsequent to my appointment and/or call to active duty. I understand that my retention on active duty during this period is subject to the normal release provisions outlined in AR 635–100. I further understand that I may not be voluntarily retired prior to completion of this service obligation.

x. A statement signed by a responsible official from one of the other Armed Forces that a favorable NAC (para 1–4*h*) exists on an individual serving on active duty with that Armed Force will be accepted by the Department of the Army. The statement must indicate the date and by whom the NAC was completed. Certification by the applicant is not acceptable.

y. A recent photograph, full length, approximately postcard size, with the applicant's name on the reverse, will accompany the applications of all personnel requesting appointment as a warrant officer with concurrent active duty.

2–2. Submission of application. Applications for appointment will be submitted and processed

under this chapter, except that applicants for appointment under chapter 3 must meet special requirements outlined in that chapter. Applications for appointment in the Army Nurse Corps and the Army Medical Specialist Corps will be guided by AR 135–101 and applicants for appointments in the other corps of the Army Medical Department by AR 135–101. No command or headquarters, except that conducting the evaluation board (para 2–3*c*(4) *(c)*) will hold an application beyond 5 working days. Applications will be submitted as follows:

a. For appointment with assignment to Army Reserve Troop Program units, mobilization designee table of distribution vacancies and Ready Reserve Reinforcement vacancies—

(1) Through the unit commander for enlisted and warrant officer members of active Reserve units.

(2) Through the commander of the unit where assignment is requested for individuals not members of the Army Reserve.

(3) Through the commanding officer of the unit where applicant is assigned for duty when individual is currently on active duty.

(4) Through the Cdr, RCPAC, ATTN: AGUZ-PAA or the oversea area commander, as appropriate, for applicants who are nonunit members of the Ready Reserve or members of the Standby Reserve.

(5) Through the Army commander for Ready Reserve Reinforcement vacancies except those submitted through (4) above.

(6) Through the Army commander to Cdr, RCPAC, ATTN: AGUZ-PAA for applicants who are unit members to fill Mobilization Designee table of distribution vacancies.

b. For appointment with concurrent active duty.

(1) USAR personnel who are members of a troop program unit will submit applications through the unit commander direct to the appropriate area commander. Nonunit USAR personnel will submit applications direct to Cdr, RCPAC, ATTN: AGUZ-PAA or appropriate oversea area commander.

(2) ARNGUS personnel will submit applications through normal Army National Guard channels to the appropriate State adjutant general who will forward the approved applications to the appropriate area commander.

(3) Individuals from civilian status will submit applications direct to the appropriate area commander.

(4) Applications for appointment in the Chaplains Branch will be forwarded by the applicant direct to HQDA(DACH-ZA) WASH DC 20310.

(5) Personnel on active duty with any of the other Armed Forces will submit applications to the commander having custody of their personnel records who will forward the applications to the appropriate area commander.

(6) Applications from Air Force members who are OSI agents will be forwarded through AF District Offices to the Directorate of Special Investigations (AFISIM) for indication of date the applicant can be made available if selected. Applications will be forwarded by the Director of Special Investigations direct to Cdr, RCPAC, ATTN: AGUZ–PPA, 9700 Page Boulevard, St. Louis MO 63132.

★(7) Personnel on active duty with the Army will submit applications through their unit and intermediate commanders to the commander

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having custody of their personnel records who will forward the applications through installation commander direct to Cdr, MILPERCEN, ATTN: DAPC-OPW-P, 200 Stovall Street, Alexandria, VA 22332. Applications from personnel on active duty with the Army applying for Warrant Officer 011A, 202A, 051A and 713A will be submitted by the installation commander direct to the activities shown in (9) and (10) below.

(8) Personnel who are on active duty with the Army and assigned to activities in the District of Columbia but are not within a geographic area of responsibility of an installation commander will submit their applications for processing of the Commander, US Army Military District of Washington, Fort Lesley J. McNair, WASH DC 20319.

(9) Applications from personnel on active duty applying for Warrant Officer 202A, Medical Equipment Repair Technician; Warrant Officer 011A, Military Physicians' Assistant; and Warrant Officer 051A, Veterinary Food Inspection Technicians, will be forwarded by the installation commander directly to Cdr, USAMEDD-PERSA, ATTN: SGPE-PD, 1900 Half Street SW, WASH DC 20324.

(10) Applications from personnel on active duty with the Army applying for Warrant Officer 713A, Legal Administrative Technician, will be forwarded by the installation commander directly to HQDA(DAJA-PTW), WASH DC 20310.

2-3. Processing of application. *a.* The commander initially receiving the application or the commander having custody of the applicant's personnel records (for personnel on active duty with the Army) will—

(1) Review application for completeness and determine applicant's administrative eligibility to apply for appointment.

(2) Return application if applicant does not meet the basic administrative prerequisites for appointment, giving reasons for rejection.

(3) Include the following statement, signed by the unit commander in forwarding indorsement when the application is to fill a vacancy in troop program unit:

Appropriate position vacancy exists in this unit in the grade of _____ and MOS/SSI of _____, TDA/TOE _____, paragraph _____ and line number _____, branch _____. There is no qualified officer assigned to this unit, including overstrength status, or any other qualified Reserve officer assigned to the IRR available for this position. This position will be held open for this applicant pending action by higher headquarters. I desire the assignment of the applicant to this organization.

(4) See AR 140-192 and AR 614-103 for actions required in processing applications for Military Intelligence without concurrent active duty.

(5) Forward applications of qualified applicants with appropriate recommendation, through any intermediate commanders to the area commander concerned.

(6) Process applicants for appointment under paragraph 2-2*b*(7) through (10) with authority to appoint examining boards (para 4-1*a*(5) or (6)). The application will be processed in accordance with *c*(1) through (9) below.

b. Intermediate commanders will—

(1) Review application and allied papers and indorse to the area commander.

(2) Indicate availability or nonavailability of qualified officer for position vacancies named in statement required by *a*(3) above.

(3) Return applications when the applicant does not meet the basic administrative prerequisites or when errors are found that cannot be corrected without referring the application to the originator or to his unit of assignment.

c. Area commanders will—

(1) Review applications for correctness and determine eligibility of each applicant.

(2) Return application if—

(a) Applicant does not meet the basic administrative prerequisites for appointment, giving the reasons for rejection.

(b) Errors or omissions are found that cannot be corrected within the area command headquarters.

(c) Applicant is not recommended by the staff section as a result of the review required by paragraph (3) below, giving the reasons for rejection.

(3) Refer applications that meet administrative prerequisites to the respective general or

special staff section within headquarters for technical review. The staff section will—

(a) Review the applicant's personnel records and application to determine if the applicant has the technical training and practical experience required for appointment.

(b) Prepare recommendation to include reasons for conclusions. Recommendation may include additional training which should be provided to the applicant prior to appointment or prior to first assignment after appointment.

(4) When an applicant has been determined eligible and recommended by the staff section—

(a) Initiate action to obtain security requirements as prescribed by paragraph 1–4*h*. Applicants, except members of the other Armed Forces applying for concurrent active duty will not require action as prescribed in paragraph 1–4*h*, until receipt of notification from CG, RCPAC, that application is approved.

(b) Arrange for a Type A medical examination as prescribed by chapter 10 and appendix IX, AR 40–501 for applicants who are members of the other Armed Forces and concurrent active duty is requested.

(c) Refer application to the president of an examining board for action as provided in chapter 4, except as otherwise provided in this regulation or regulations governing the specific appointment. Instruct the boards to advise all applicants that their application will be processed as expeditiously as possible. Telephonic and written inquiries requesting status of an application only delay the processing. The processing and forwarding of all cases will be expedited to the greatest extent possible. Objective should be to complete board action within the 2-week period immediately following receipt of application. Regular Army warrant officers, Reserve of the Army warrant officers, and former commissioned officers will not be required to appear before an examining board.

(5) Upon receipt of examining board report—

★*(a)* Have scores computed for applicant's interview record and appraisal sheet (para 4–5 and 4–6).

(b) Have a composite score computed for female applicants.

(6) Review the entire applicable record, including report of board proceedings and National Agency Check and determine applicant's administrative eligibility and professional acceptability.

(7) Notify rejected applicants, furnishing the specific reason for rejection. When a recommendation of disapproval made by the examining board is approved by the convening authority, the application will be disapproved and returned to the individual.

(8) Tender appointments to qualified applicants when delegated authority.

(9) Forward applications, with appropriate recommendations, requiring approval of HQDA to CDR, RCPAC, ATTN: AGUZ–PAA–A. For active duty enlisted personnel applying for warrant officer appointment with concurrent active duty, forward application direct to the appropriate activity shown in paragraphs 2–2*b*(7), (9) or (10). Applications submitted under provisions of paaragraph 2–2*b*(7) through (10) that require a waiver will be processed through the Cdr, RCPAC in accordance with paragraph 1–6.

2–4. Status reports and station changes. *a.* Commanders will report change in status to include unfavorable personnel actions which may influence application.

b. Applicants will immediately report any change in status or station to the agency processing the application.

c. CG, RCPAC, will notify the applicant and area commander by electrical message where applications are approved for concurrent active duty.

d. Applicants who are informed of tentative selection will be advised that they should not expend personal funds or make any other perma-

nent plans in connection with their appointment until they have executed their oath of office.

2–5. Resubmission. Previous nonselection does not bar an individual from submitting another application, provided the individual is otherwise medically, morally, and professionally qualified at the time of submission. Individuals who are not selected may not reapply earlier than 1 year after date of previous application. Individuals may reapply earlier when additional pertinent qualifications have been acquired or vacancies for which individual has not been considered are announced subsequent to submission of last application. Warrant officer applications requesting appointment with concurrent call to active duty may be withdrawn by individual request through channels, after having been received at HQDA, for the purpose of submitting information concerning a significant change in qualifications (i.e., attainment of an MOS-related academic degree, change of grade, and/or completion of an MOS-related resident military school course of at least 8 weeks). To reapply for a warrant officer appointment, the requested MOS must be announced open for preocurement (para 1–2*b*(4)) and a new application must be initiated for consideration.

2–6. Discontinue procurement. When sufficient applications have been received, an announcement will be made to delete a specific branch, SSI or MOS from the active duty procurement program. Qualified and interested individuals should submit their applicants as soon as possible after announcement of the procurement program. Applications should be submitted with the understanding that they will be returned without further processing at any time procurement requirements no longer exist.

2–7. Appointment procedures. Upon approval of an application the appointing authority will—

a. Assign officers to an appropriate branch.

(1) The branches for applicants who are not on active duty will be determined by their qualifications and the vacancies which they are to fill, or in accordance with (2) below.

(2) Former commissioned officers of any of the Armed Forces of the United States on active duty in the Army in a warrant officer or enlisted status, if qualified, will be given the option of accepting appointment in the—

(a) Branch in which they have been assigned or detailed, provided they are qualified therefor, or

(b) Branch in which they have formerly held an appointment.

b. Issue and forward to each appointee a letter of appointment (fig. 2–3 or 2–4, as appropriate) and DA Form 71 (Oath of Office—Military Personnel).

(1) A signed oath of office is required for appointment in any component of the Army.

(2) The execution and return of the oath of office constitutes acceptance of appointment. No other evidence is needed or required. However, acceptance of an appointment may be "expressed" as by formal acceptance in writing or "implied" as by entering upon the performance of the duties of the office.

(3) An oath of office properly dated and

signed by a Reserve officer of the Army and taken before a person believed qualified but actually unauthorized to administer oaths, is ineffective as an oath of office because of defective attestation. However, it is valid as an acceptance and will be recorded as such on all Army records. In such instances, a valid oath of office will be secured and will be dated as of the date actually accomplished. Both oaths will accompany the papers forwarded under the provision of paragraph 2–8*b*(1).

(4) When the appointment involves a warrant officer or enlisted member of the Active Army; enter in parentheses under appointee's address, the individual's current grade.

(5) When credit for service in an active status based on education and experience is used to determine grade eligibility at the time of appointment, the number of years, months, and days credited will be indicated after "D" on the letter of appointment.

(6) An oath of office executed with reservations of any nature or modification will not be recorded as an acceptance. If the individual does not desire to execute an oath without reservations, the appointment will be canceled.

c. If the individual fails to reply within 90 days or not in sufficient time to comply with orders for concurrent active duty, unless for justifiable reasons, notify the appointee of withdrawal of the appointment and request return of documents forwarded to the individual.

d. Major commanders will notify HQDA (DAPC–OP (appropriate control branch)), Alexandria, VA 22332, of all selected officers not ordered to active duty, including the reason therefore. The CDR, RCPAC, ATTN: AGUZ–PAA–A will be notified when selected applicants are not tendered an appointment or when the appointment is not accepted.

e. The oath of office will not be executed prior to date of entry on active duty when the appointment is for concurrent active duty and the appointee is currently serving in the active Armed Forces. When an appointment is contingent upon satisfactory completion of prescribed schooling, the oath of office will not be executed prior to date of graduation.

f. If the appointee declines the appointment, the letter of appointment and allied papers, together with the letter of declination, will be forwarded to the CDR, RCPAC, ATTN: AGUZ–PAA–A, when HQDA is the appointing authority.

2–8. Disposition of appointment documents. *a*. Upon receipt of DA Form 71, the appointing authority will—

(1) Record the officer's date of acceptance on letter of appointment.

(2) For all original appointments, foward an officer's commission (DD Form 1A), or warrant officer's commission (DA Form 1290). The date of the individual's acceptance will be shown on the commission or warrant as the date of appointment. DA Pam 600–2 (The Armed Forces Officer) will also be forwarded to commissioned officers.

b. The appointing authority will take the following action:

(1) Forward the following documents, *in the order shown*, to HQDA(DAPC–PAR) ALEX VA 22332, when appointment is for concurrent active duty, and to the CDR, RCPAC, ATTN: AGUZ–RSC–O, for all other appointments.

(a) One copy of the letter of appointment.

(b) DA Form 71.

(c) Original DA Form 61.

(d) Original SF 88.

(e) Original DD Form 1584 when appropriate.

(f) Original DD Form 398.

(g) Original DA Form 160, when applicable.

(h) Original DA Form required by paragraph 2–1*m* or *n* as applicable.

(2) File copies of the records indicated in (1) *(a)*, *(c)*, *(d)*, *(e)*, *(f)*, and *(h)* above with a copy of the SF 93 in the Military Personnel Records Jacket or Health Record, as appropriate. AR 640–10 governs the identification of documents filed in the Military Personnel Records Jacket. For officers appointed with concurrent active duty, these records will be forwarded to the first duty station of the individual. For individuals appointed from an Active Army status, forward the records to the commanding office of the individual's unit. For all other appointees, records will be forwarded to the appropriate commander or the CDR, RCPAC, ATTN: AGUZ–RSC–O.

c. The authority tendering appointment will establish necessary procedure to notify the appropriate State adjutant general or the losing service of the acceptance by their members of appointment as Reserve commissioned or warrant officers of the Army. Notification will contain sufficient information for the losing agency to identify the individual involved. Forward a copy of the letter of appointment to HQDA (DAMO-IAZ) WASH DC 20310, when appointment is made for assignment to the Civil Affairs Branch.

d. The area commander will forward a letter as outlined in figure 2-5 to each officer initially commissioned in the USAR who is not ordered to concurrent active duty or who is not serving on active duty in any status.

★*e.* The report of the examining board and related papers will be disposed of as prescribed in AR 340-18-7. Original documents belonging to each applicant will be returned when they have served their purpose.

2-9. Commissions and warrants. Stocks of DD Form 1A and DA Form 1290 will be obtained from AG publications channels. Appointing authorities will safeguard these forms at all times and protect them from mutilation during mailing.

2-10. Army Reserve appointments by grade, branch, and source (DA Form 2490), Requirements Control Symbol AG-632. Rescinded.

An individual, not a citizen of the United States by birth, will submit a statement by an officer of the Army or a notary public as indicated below. (This requirement may be omitted for commissioned officers and warrant officers of the Army holding current appointments.) Facsimiles or copies, photostatic or otherwise, of naturalization certificates, declarations of intention, certificates of citizenship, or alien registration receipt cards will not be made. The reproduction of these certificates or any parts thereof without proper authority constitutes a felony.

a. Citizens by naturalization.

I have this date seen the original certificate of citizenship, No. _____ (or certified copy of the court order establishing citizenship) stating that _____ was admitted to the United States citizen-
(Name)
ship by the court of _____ at _____ on _____.
(City and State) (Date)

b. Citizenship through naturalization of parent.

I have this date seen the original certificate of citizenship, No. _____ issued to _____ by the Immigration and Naturalization
(Name)
Service, Department of Justice, stating that _____
(Name of applicant)
acquired citizenship on _____.
(Date)

c. Noncitizen who has declared his/her intention to become a citizen of the United States.

I have this date seen the original Alien Registration Receipt Card Form No. 1-151, bearing No. _____, issued to _____
(Name)
on _____.
(Date)

Note. If the applicant does not possess Form No. 1-151, the commander processing the application will request a statement as to lawful entry of the individual into the United States for permanent residence from the District Director, Immigration and Naturalization Service of the district in which the alien resides. Statement of lawful entry will be made a part of the application. Evidence of lawful entry is not required for a noncitizen serving in the Active Army within the United States if he entered such service outside the United States and was ordered to the United States for military service. For such individual the verification that the individual was ordered to the United States by competent military orders will be attached to the application.

Figure 2-2. Citizenship statements for applicants not citizens of the United States by birth.

[The next printed page is 2-11]

DEPARTMENT OF THE ARMY

HEADQUARTERS_____ARMY

(Address)

Date_____

SUBJECT: Appointment as a Reserve Commissioned Officer of the Army Under Title 10 United States Code, Section 591 and Section 593

TO: A:
B:
C:
D:

1. The Secretary of the Army has directed that you be informed that by direction of the President, you are appointed a Reserve commissioned officer of the Army, effective upon your acceptance, in the grade and with the social security number shown in the address above. Your branch and component are shown after A above.

2. This appointment is for an indefinite term.

3. Execute the inclosed form for oath of office and return promptly to this headquarters, ATTN:_____. Your execution and return of the oath of office constitutes your acceptance of appointment. Prompt action is requested since cancellation of this appointment is required if acceptance is not received within 90 days, or as otherwise prescribed. Upon receipt of the properly executed oath of office a commission (DD Form 1A) will be forwarded to you. If you do not desire to accept appointment, return this letter with your statement of declination thereon.

★4. Your primary SSI is shown after B (when applicable). The Army Regulations pertaining to your appointment are shown after C. If you have been credited with "years of service in active status," the number of years, months, and days is shown after D (applies only to Chaplains, medical personnel, and the Judge Advocate General's Corps). This service is not valid for basic pay entry date (see paragraph 10102, DODPM for Medical and Dental Corps personnel) and it is not the result of prior military service.

5. After acceptance of this appointment, any change in your permanent home address or a temporary change of address of more than 30 days duration will be reported by you to the custodian of your military personnel records.

FOR THE COMMANDER:

1 Incl
DA Form 71

SIGNATURE BLOCK

Date of acceptance _____.
(*Note.* To be entered on all copies not furnished the applicant.)

The following paragraph will be added when the appointment is with concurrent active duty:

6. Failure to comply with active duty orders will result in cancellation of this appointment.

Figure 2-3. Letter of appointment, Reserve commissioned officer.

DEPARTMENT OF THE ARMY

HEADQUARTERS _____ ARMY

(Address)

DATE _____

SUBJECT: Appointment as a Reserve Warrant Officer of the Army Under Title 10, United States Code, Section 591 and Section 597

TO: A:
B:

1. By order of the Secretary of the Army you are appointed as a Reserve warrant officer of the Army effective upon your acceptance, in the grade and with the social security number shown in the address above.

2. This appointment is for an indefinite term.

3. Execute the inclosed form for oath of office and return promptly to this headquarters, ATTN:_____. Your execution and return of the oath of office constitutes acceptance of your appointment. Prompt action is requested since cancellation of this appointment is required if acceptance is not received within 90 days, or as otherwise prescribed. Upon receipt of the properly executed oath of office, a warrant (DA Form 1290) will be forwarded to you. If you do not desire to accept the appointment, return this letter with your statement of declination thereon.

4. The component to which you will be assigned after your appointment becomes effective is shown after A above. Your primary MOS is shown after B.

5. After acceptance of this appointment, any change in your permanent home address or a temporary change of address of more than 30 days duration will be reported by you to the custodian of your military personnel records.

FOR THE COMMANDER:

1 Incl SIGNATURE BLOCK
DA Form 71

Date of acceptance _____.
(*Note.* To be entered on all copies not furnished the applicant).
The following paragraph will be added when the appointment is with concurrent active duty.

6. Failure to comply with active duty orders will result in cancellation of this appointment.

Figure 2-4. Letter of appointment, Reserve warrant officer.

★DEPARTMENT OF THE ARMY
HEADQUARTERS ____ ARMY
(Address)

DATE _____

SUBJECT: Army Reserve Officer Career Development Pattern

TO: Upon Initial Appointment—to each officer of the USAR not ordered to, or serving on active duty in any status

1. Welcome to the officer ranks of the Army of the United States. This appointment is only the beginning in your military career. Within statutory limitations and dependent upon your personal circumstances the Army has many opportunities for you to acquire military education and experience and earn professional advancement. You are encouraged to take maximum advantage of those opportunities.

2. It is important as you enter your current grade that you understand just what your obligations are for military education for promotion to the next higher grade. AR 135–155 gives this information for both mandatory (unit and non-unit members) and Troop Program Unit Vacancy promotions (unit members only). In the case of mandatory promotions, you must complete the military education requirements by the convening date of the board held in the year preceding your promotion eligibility date or you will not be considered eligible for selection and non-selection for promotion will result. Two successive nonselections to the grade of LTC and below terminate, by law, your career as a USAR commissioned officer. Also, all MAJs promoted to LTC by either mandatory or unit vacancy board selection who were educationally qualified by completing the 50% C&GS must successfully complete the remainder of C&GS within three years of the effective date of promotion or be removed from the active reserve.

3. In addition to AR 135–155, RCPAC Pamphlet 140–1 and the Army Reserve Magazine are good sources that you should read to keep you current on the latest reserve promotion policies and help you plan your reserve career. Please address any questions on your reserve status and career progress to your unit commander or if you are a non-unit member, to the Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ–DCS–PM, 9700 Page Boulevard, St. Louis, MO 63132.

Signature of Appointing Authority

Figure 2–5. Letter to initial appointees

CHAPTER 3

APPOINTMENTS

Section I. APPOINTMENT OF OFFICERS AND FORMER OFFICERS

★**3-1. General.** Applications of officer and former officers must meet the requirements prescribed in chapter 1 and will be processed in accordance with chapter 2. Applications will be sent to CDR, RCPAC, ATTN: AGUZ-PAA, for administrative review of Official Military Personnel File (OMPF).

3-2. Restriction on appointments. Appointments under this section will not be made in general officer grades or for assignment in—

a. Army Medical Department.

b. Chaplains.

c. Civil Affairs.

d. Judge Advocate General's Corps.

Section II. APPOINTMENT AS COMMISSIONED OFFICERS OF ARMY WARRANT OFFICERS AND ENLISTED PERSONNEL

3-3. General. *a.* This section prescribes special requirements and procedures for appointment of enlisted personnel and warrant officers as commissioned officers in the USAR. The provisions of chapters 1 and 2 apply except as otherwise indicated in this section.

b. Appointments will not be made for assignment in—

(1) Army Medical Department.

(2) Chaplains.

(3) Judge Advocate General's Corps.

(4) Staff Specialist.

(5) Civil Affairs.

c. Applicant must not have reached his 28th birthday at date of appointment. Waiver of maximum age limitations will be considered when—

(1) Applicant becomes overage due to administrative processing, provided the application was submitted within a reasonable period to permit normal processing and any delay encountered resulted from circumstances beyond the control of the applicant. To ensure adequate time for processing, applicant should be encouraged to submit his application prior to his 27th birthday. Request for waiver, with detailed explanation of delay in processing will be submitted in accordance with paragraph 1-6*a*.

(2) The applicant possesses outstanding leadership qualifications for which a requirement exists. Requests for such waivers will be forwarded with recommendations for final determination by the appropriate CONUSA.

3-4. Special requirements. Personnel of the following categories may apply under this section.

a. Warrant officers and enlisted persons currently serving on active duty in any component of the Armed Forces in grades E5 through E9. Applicant must have completed at least 6 months honorable active duty in those grades in any component of the Armed Forces. Completion of the Army Precommission Correspondence Course is not required but is desirable for personnel without wartime service. Former warrant officers and enlisted personnel who have had 6 months active duty in the grade of warrant officer or in one of the upper five enlisted grades may become administratively eligible by enlistment or transfer as a Reservist of the Army in one of the upper five grades.

b. Army Reservists currently serving in active status in grades E2 through E4 subject to the following:

(1) Completion of 1 year of active duty in the Army or 1 year of active Reserve service and an initial tour of Active duty for training.

(2) Satisfactory completion of the Army Precommission Correspondence Course.

(3) Possessing marked qualifications of such nature as to justify appointment prior to service in the upper five enlisted grades.

c. Reserve warrant officers and enlisted members in grades E5 through E9 who meet all of the following requirements.

(1) Are in an active status in the Army Reserve.

(2) Have satisfactorily completed Army Precommission Correspondence Course.

(3) Have completed an initial tour of active duty for training.

(4) Successful completion of a National Guard State Officers' Candidate School approved by Headquarters, Department of the Army will be substituted for (2) or (3) above. The CONUS Army commander concerned will be responsible for appointment of the individual on the date of graduation. Applicants will not be required to appear before an examining board.

★*d.* Warrant officers and enlisted personnel of any component of the Armed Forces of the United States and former warrant officers and former enlisted personnel who have—

(1) Completed at least 1 year of honorable active duty in any of the Armed Forces of the United States, and

(2) At least a baccalaureate degree from an accredited college or university as listed in *Education Directory—Colleges and Universities.*

Section III. APPOINTMENT OF CHAPLAINS

3-5. General. This section prescribes special requirements and procedures for appointment of qualified personnel for assignment as chaplains. The provisions of chapters 1 and 2 apply except as otherwise provided in this section.

3-6. Special requirements. *a.* Applicants with prior service as chaplains in any component of the Armed Forces of the United States must meet the requirements shown in (2) below. Applicants for initial appointment in grades above second lieutenant and former officers without prior service as chaplains must meet the following criteria:

(1) *Education*—

★*(a)* Possess 120 semester hours of undergraduate credits (or the equivalent) from a college or university that is in the current issue of the *Education Directory—Colleges and Universities*, or

(b) Have completed 120 resident semester hours of credit (or the equivalent) from a school not listed in the Education Directory, but from which credits could be transferred to a school listed in the Education Directory, and

(c) Possess a Master of Divinity (or an equivalent theological degree) or have completed 3 resident years of graduate level study in theology or related subjects that lead to ordination and ecclesiastical endorsement which qualify the applicant to perform professional functions as a chaplain. The applicant must complete professional educational work at a graduate school that is a member of the American Association of Theological Schools or listed in the Official Catholic Directory, or independent of a college or university but accredited by a regional accrediting agency or association listed in the Education Directory.

(d) If the graduate school is not included in *a*(1)*(c)* above, the applicant may be accepted if all other educational requirements are met and if a statement is submitted by a school referred to in paragraph *a*(1)*(c)* above that the applicant's credits are transferrable to the school issuing the statement.

(e) As an exception to *(c)* above, a senior seminary student may apply 180 days prior to graduation and ordination, provided the request is for appointment with concurrent active duty. Such applicant must submit, in addition to transcript of undergraduate credits, a consolidated transcript of graduate credits completed at the time of application and a statement from the registrar of the hours that will be completed upon graduation. The Chief of Chaplains will verify successful completion of graduate studies prior to appointment.

(2) *Ecclesiastical indorsement.* Receive indorsement from an ecclesiastical indorsing agency recognized by the Armed Forces Chaplains Board. In granting ecclesiastical indorsement, ecclesiastical indorsing agents should use DD

Form 2088 (Required Information to Accompany Ecclesiastical Endorsement/Approval). Copies of the form may be obtained from the Executive Director, Armed Forces Chaplains Board, OASD (M&RA), WASH DC 20301. This indorsement will certify that the applicant is—

(a) A fully ordained or qualified priest, rabbi, or minister of religion.

(b) Actively engaged in a denominationally approved religious vocation.

(c) Recommended as being qualified spiritually, morally, intellectually, and emotionally to represent the applicant's religious body in the Army chaplaincy.

(d) As an exception to the above, a senior theological student requesting active duty upon graduation must secure conditional ecclesiastical indorsement by a recognized indorsing agency. The conditional indorsement will indicate the applicant will receive full indorsement upon graduation from the seminary and/or ordination. The Chief of Chaplains will verify ecclesiastical indorsements prior to appointment.

b. Applicants for initial appointment in the grade of second lieutenant with assignment to the Staff Specialist Branch, SSI, 00A56 (Chaplain Candidates) must meet the following:

(1) Present consolidated transcript of a minimum of 120 semester hours of undergraduate credits completed in a school as described in *a*(1)*(a)* above.

(2) Present ecclesiastical approval from recognized denominational indorsing agency.

(3) Present a statement from the registrar of a graduate theological seminary, or other graduate school as described in *a*(1) above that the applicant is either enrolled as a full-time student or has been accepted for the next entering class. Or present an official transcript from a graduate theological seminary indicating that the applicant has graduated and a statement from the denominational indorsing agency that the applicant is actively engaged in fulfilling his/her ordination requirements.

(4) Applicant must sign the following statement and attach it to DA Form 61:

If appointed in the grade of second lieutenant, USAR, SSI 00A56 (Chaplain Candidate) for assignment to the Staff Specialist Branch, I agree to apply for and accept a Commission as first lieutenant, USAR, with assignment to the Chaplains Branch, within 3 years of graduation from seminary and ordination. I further agree to serve a minimum period of 3 consecutive years active duty if the Department of the Army requires my services provided I receive written ecclesiastical indorsement for active duty from a recognized ecclesiastical indorsing agency.

★3–7. Appointment grade and date of rank. *a. Grade.*

(1) Appointment will not be made in the grade of second lieutenant, except as provided in (2) below, or in general officer grades. Entry grade and date of rank in grade of a commissioned officer shall be determined by the entry grade credit awarded upon appointment. The entry grade credit that is awarded shall be the sum of the prior commissioned service allowed and the amount of constructive service credit allowed (para 3–7*a* (3) and (4)). A period of time shall be counted only once when computing credit. Appointment may be made in the following grades:

(a) Applicants without prior commissioned service will be credited with three (3) years service in an active status and appointed in the grade of first lieutenant.

(b) Reserve component commissioned officers shall be ordered to active duty with assignment to the Chaplain Branch in their Reserve grades, unless a higher grade, below the grade of major, is authorized.

(c) Former commissioned officers (other than commissioned warrant officers) will be appointed in the highest grade for which they qualify based upon the total credit allowed under (3) and (4) below.

(d) Commissioned officers of a Reserve component of an Armed Force other than the Army, who are approved for an interservice transfer, may be appointed in the Reserve of the Army. The officers shall be given grade and date of rank as follows:

1 If being ordered to active duty concurrent with appointment as a Reserve, the officer will have the same active duty grade and date of rank as held in the former Armed Force.

2 If not being ordered to active duty concurrent with appointment as a Reserve, the officer will have the same Reserve grade and date of rank as held in the former Armed Force.

(2) Individuals (para 3–6*b*) may be appointed as second lieutenants with assignment to the Staff Specialist Branch, SSI 00A56, until such time as they become eligible for appointment as first lieutenant in the Chaplain Branch.

An individual, when appointed as a first lieutenant, will be credited with the actual service and constructive service credit allowed under (3) and (4) below, but with not less than three (3) years service in an active status.

(3) Constructive Service Credit. The purpose of constructive service credit is to provide grade and date of rank comparability for a person who begins commissioned service after obtaining the additional education, training, or experience required for appointment or assignment as a commissioned officer in a professional field relative to a contemporary who began commissioned service immediately after obtaining a baccalaureate degree. Constructive service credit will be computed and awarded as follows:

(a) A period of time shall be counted only once when computing constructive service credit.

(b) Periods of time spent in an active status as a commissioned officer or on active duty may not be counted when computing constructive service credit.

(c) Qualifying periods of less than one full year shall be proportionately credited.

(d) The number of years creditable as constructive service credit may not exceed the following:

Category	*Credit*
1 Entry grade for appointment or assignment.	3 years
2 Seven or more years of extensive practical experience in a ministry as documented on DD Form 2088 submitted by the individual's Ecclesiastical Endorsing Agency.	1 year
3 Unusual cases involving special experience or unique qualifications as determined by the Secretary of the Army or his designee, upon the recommendation of the Chief of Chaplains.	½ year for each year to maximum 3 years.

(4) Prior active commissioned service credit. Credit for prior service as a commissioned officer may not exceed that computed in accordance with the following table: Qualifying periods of less than one full year shall be proportionately credited.

Qualification	*Credit*
(a) Active duty commissioned service (other than as a commissioned warrant officer) to incude periods of active duty for training.	1 year for each year served
(b) Commissioned service (other than as commissioned warrant officers) in an active status, but not on active duty, for persons appointed as Reserve commissioned officers.	1 year for each year served

(5) Maximum Entry Grade Credit. The total entry grade credit granted shall be no more than that required for the person to receive an entry grade of major.

b. Date of Rank.

(1) The date of rank of an officer commissioned in the Reserve of the Army and appointed to the Chaplain Branch shall be determined by the entry grade credit that is awarded upon appointment.

(2) The date of rank of a chaplain in the Reserve of the Army, who is ordered to active duty and placed on the Active Duty List (ADL), may be adjusted under the provisions of chapter 6, AR 600–20.

3–8. Applications. *a.* Applicants for the Chaplain Branch and/or the Staff Specialist Branch (Chaplain Candidate) will not be required to appear before an examining board except as directed by Headquarters, Department of the Army. Individuals applying for grades above second lieutenant will furnish the documents indicated below and those required by chapter 2. Individuals holding appointments as second lieutenants, Staff Specialist Branch, with SSI 00A56, need not submit transcript of undergraduate studies or forms required by chapter 2 other than DA Form 61, SF 88, and SF 93.

(1) *Senior theological students.*

(a) Transcript and statement of registrar as specified in paragraph 3–6*a*(1)*(e)*.

(b) Conditional ecclesiastical indorsement as specified in paragraph 3–6*a*(2)*(d)*.

(2) *Other applicants.*

(a) A consolidated transcript of undergraduate and graduate work.

(b) Ecclesiastical indorsement.

b. Individuals applying for the grade of second lieutenant will furnish the papers required by chapter 2 and the additional documents specified in paragraph 3-6*b*.

c. Ecclesiastical approval, conditional indorsements, or ecclesiastical indorsement will be forwarded directly to HQDA (DACH-PEP) WASH DC 20310, by the applicant or the denominational indorsing agency. Area commanders are authorized to forward applications and allied papers to HQDA (DACH-PEP), without these documents when application is for appointment without concurrent active duty.

d. When a second lieutenant assigned to the Staff Specialist Branch, SSI 00A56 (Chaplain Candidate) fails to qualify for appointment as first lieutenant with assignment to Chaplains, action will be taken as prescribed in AR 135-175.

e. Applicant will furnish two copies of a recent photograph, head and shoulder type, 3" × 5", with his name printed on the reverse side.

f. Applicants for appointment as chaplains may be appointed prior to completion of a National Agency Check provided they sign a statement of understanding as shown in figure 3-2.

3-9. Verification of ecclesiastical and educational qualifications. *a.* The area commander will forward the application and allied papers of favorable considered applicants to HQDA (DACH-PEP) WASH DC 20310.

b. HQDA (DACH-PEP) will secure verification of the ecclesiastical and educational qualifications of the applicant and return the application and allied papers to RCPAC (AGUZ-PAA-A) with a statement that the applicant does or does not meet ecclesiastical and educational requirements.

Section IV. APPOINTMENT IN THE JUDGE ADVOCATE GENERAL'S CORPS

3-10. General. This section prescribes the special requirements for appointment of personnel in the Judge Advocate General's Corps (JAGC). Only qualified applicants will be appointed in the JAGC. This section sets forth the minimum requirements.

3-11. Special eligibility requirements. The general eligibility requirements of chapter 1 of this regulation are supplemented by the requirements of this section. Applicants must—

a. Meet the eligibility requirements of paragraphs 4*a*-4*f*, 4*h*, and 4*i*, AR 601-102, and

b. Have successfully completed the minimum military education requirements prescribed by AR 135-316 for JAGC officers for appointment in the grade for which the applicant is otherwise eligible under paragraph 3-12, below, except—

(1) If the applicant is otherwise qualified for appointment, The Judge Advocate General in his discretion may authorized the applicant's appointment in the JAGC, with the stipulation that—

(a) Company grade officers complete The Judge Advocate Officer Basic Course within 12 months of the date of appointment.

(b) Field grade officers complete The Judge Advocate Officer Advanced Correspondence Course within 30 months of the date of appointment.

(c) For a Reserve officer appointed under a conditional appointment, failure to satisfy the education requirements of *(a)* or *(b)*, above, will result in the termination of the appointment, unless an extension is granted. The Judge Advocate General may grant an extension to the time periods in *(a)* or *(b)*, above, upon a showing of good cause. If an extension is granted, it will be for a specific period designated by The Judge Advocate General, and will operate to continue the conditional appointment. Failure to complete the education requirement within the period of extension will result in termination of the appointment (see para 4-4*a*(18), AR 135-175).

(2) If the applicant is requesting appointment and concurrent voluntary active duty with the JAGC under the provisions of AR 601-102, these military educational prerequisites are waived.

3-12. Appointment grade and date of rank. *a. Grade.*

(1) Subject to the requirements of paragraph 3-11 above and chapter 1, a person receiving an original appointment as a Reserve officer of the Army with assignment to the JAGC will be appointed in the highest grade to which entitled under section 3359, title 10, United States Code, as follows:

Commissioned service credit	*Appointment grade*
3 years or more, but less than 7 years	First Lieutenant
7 years or more, but less than 14 years	Captain
14 years or more, but less than 21 years	Major
21 years or more, but less than 23 years	Lieutenant Colonel
23 years or more	Colonel or Lieutenant Colonel as determined by HQDA

In determining the appointment grade of a prospective JAGC officer, the years of commissioned service credit shall be the sum of all credit awarded for constructive service credit and prior commissioned service under paragraphs (2), (3) and (4) below. A period of time shall be counted only once when computing credit. Qualifying periods of less than one full year shall be proportionately credited.

★(2) Constructive service credit will be computed and awarded as follows:

	Qualifications	*Credit*
(a)	Award of the first professional law degree (J.D. or LL.B) by a law school accredited by the American Bar Association (ABA) at the time the applicant received the degree.	3 years
(b)	Special legal experience in unusual cases, based upon the needs of the Army command or activity to which the appointee will be assigned.	½ year for each year of qualifying experience, up to a maximum of 3 years credit.

Requests for such credit will accompany the application for appointment and will fully justify the unique needs of the command or activity and the special qualifications of the person to be appointed.

Periods of time spent in an active status or on active duty may not be counted when computing constructive service credit.

(3) Credit for prior commissioned service will be computed as follows:

	Qualifications	*Credit*
(a)	Active duty commissioned service (other than as a commissioned warrant officer), to include periods of annual training or other active duty for traning performed while a member of any component of the military services.	1 year for each year of service
(b)	Commissioned service (other than as a commissioned warrant officer) in an active status while serving in any component of the military services, but not on extended active duty.	1 year for each year of service

(4) An officer who completes an educational program that would qualify for constructive service credit under (2)*(a)* above, while in an active commissioned status, in less than 3 years may be credited with constructive service credit in the amount by which 3 years exceeds the time spent in the qualifying educational program in an active status.

b. Date of rank.

(1) The date of rank of an officer commissioned in the Reserve of the Army and assigned to the JAGC will be the date of appointment, backdated by the period of commissioned service credit awarded under *a* above, which is in excess of that amount used to establish the officer's appointment grade.

(2) The date of rank of a JAGC Reserve officer, who is ordered to active duty and placed on the active duty list, may be adjusted under the provisions of chapter 6, AR 600-20.

3-13. Applications. Applications for appointment as a JAGC Reserve officer with concurrent order to voluntary active duty with the JAGC under the provisions of AR 601-102 must comply with the requirements of that regulation. All other applicants must comply with the general requirements of chapter 2 of this regulation, and, in addition, must submit the following documents:

a. A consolidated transcript of all undergraduate and law school studies, prepared by the schools at which the work was completed. If the schools compute class standings, the transcript should show the applicant's class standing.

b. A certificate or statement from the clerk of the highest court of a State or a Federal court showing admission to practice and current standing before the bar.

c. Letters based on personal acquaintance from not less than three judges, lawyers, law school professors, or military officers. The letters will concern the applicant's reputation and professional standing.

d. Description of the applicant's full-time or part-time legal experience. Legal experience includes private practice; governmental, judicial teaching, and military legal experience; and legal clerkships.

e. Two copies of a recent photograph, head and shoulder type, 3″ × 5″ with the applicant's name on the reverse.

f. Applications under this section may include the results of an interview with a field grade JAGC officer in lieu of the board interview required by chapter 4.

Section VI. APPOINTMENT OF PROFESSIONAL AND TECHNICAL PERSONNEL

3–19. General. This section provides for the appointment of professional and technical specialists as commissioned officers in the USAR. The categories for appointment under this section are listed in *a* through *bc* below. Chapters 1 and 2 will apply except as indicated in this section.

a. Archivist.
b. Aeronautical engineering.
c. Automotive engineering.
d. Bacteriology.
e. Biochemistry.
f. Biological sciences.
g. Business administration.
h. Chemical engineering and chemistry.
i. Civil engineering.
j. Education specialists.
k. Electrical accounting machine specialists.
l. Electrical engineering, including radio, television, and wire communications.
m. Electronic data processing system specialists.
n. Entomology.
o. Fire prevention and firefighting.
p. Food technology (inspection, procurement, testing, research, and related subjects).
q. Geographers.
r. Geology, geophysics, and meteorology.
s. Geopolitical and area specialists.
t. Guided missile specialists.
u. Harbor craft specialists.
v. Health physicist.
w. Highway engineering and traffic.
x. Industrial specialists (engineering, management, and security).
y. Language and foreign liaison.
z. Law enforcement officials, administratory, and allied investigative specialists.
aa. Legal
ab. Marine engineering.
ac. Mathematicians, statisticians, and physicists.
ad. Mechanical engineering.
ae. Metallurgical engineering.
af. Military historians.
ag. Mining engineering.
ah. Naval architectural.
ai. Nuclear specialists (nuclear physicist, radiological chemist, nuclear chemistry, nuclear engineering, and nuclear effects engineering, biophysics, and bioradiology).
aj. Parasitology.
ak. Penology.
al. Petroleum and natural gas engineering.
am. Pharmacology and toxicology.
an. Photographic (still, motion.picture, television, and related subjects.
ao. Plant pathology.
ap. Plant physiology.
aq. Postal.
ar. Printing and reproduction.
as. Psychology.
at. Psychological warfare (journalism, international relations, psychology, and related subjects).
au. Public information, including field press censorship.
av. Purchasing, storage, and distribution (logistics).

aw. Radar engineering.
ax. Railway service.
ay. Safety engineering.
az. Submarine diving.
ba. Traffic management.
bb. Zoology.
bc. Operations Research/Systems Analysis.

*3–20. **Branch.** The branch of assignment for applicants will be determined by the authority tendering appointment, based upon the qualifications of the applicant and the needs of the service. Women applicants are authorized to serve in any branch or officer specialty except those listed below, and in any unit of the Reserve Components, except in Infantry, Armor, Cannon Field Artillery, Combat Engineer, and Low Altitude Air Defense Artillery units of battalion/squadron or smaller size. Women may not hold the following specialty codes, Specialty Skill Identifiers, or Additional Skill Identifier (ASI):

Specialty Code/Branch
11 Infantry
12 Armor

Specialty Skill Identifier
13 E Cannon Field Artillery
14B SHORAD Officer
15B Combat Aviation Officer (Women may hold this specialty, but may not be assigned to pilot a helicopter in an attack or scout role.)
21E Battlefield Support Engineering
48E Unconventional Warfare Officer

Additional Skill Identifier (ASI)
1R Aerial Scout
1C OH–6 Pilot
1D OH–58 (Scout Configuration)
1J AH–1G Pilot
1M AH–1Q/S Pilot

3–21. Special requirements. *a*. In addition to the requirements of chapter 1, each applicant for direct appointment must possess the professional or technical ability required to perform the duties appropriate to the grade of appointment and branch of assignment.

b. For appointment to fill vacancies in the Reserve Troop Program, an applicant's service must be required and there must not be a qualified Reserve commissioned officer of the appropriate or lower grade available to fill the vacancy.

c. For appointment with concurrent active duty an applicant's services must be required to meet the needs of the Active Army.

★*d*. Applicants for appointment must have graduated *with at least a baccalaureate degree* from an accredited college or university as listed in *Education Directory—Colleges and Universities*, preferably with a major field of study closely related to the specialty serving as the basis for appointment and have completed at least 1 year of full-time employment after receiving a baccalaureate degree in a position directly related to the degree.

e. Area commanders will ensure that individuals enroll in and pursue satisfactorily the appropriate military education course to qualify themselves for promotion and retention.

f. The following letters of appraisal will be included with the application for appointment of all persons without military service:

(1) Letter of appraisal from a college official who has had direct contact with the applicant.

(2) Letters of appraisal from last two employers (full or part time), using DD Form 370 (Request for Report from Employer, School, or Personal Reference). If applicant has had no work experience, two letters of appraisal from school officials in addition to (1) above, will be submitted.

(3) Letters of appraisal from two residents of the applicant's home community.

3–22. Grade. Appointment is authorized in grade of second lieutenant.

Section VII. APPOINTMENT FOR ASSIGNMENT IN THE CIVIL AFFAIRS BRANCH

3–23. General. In addition to the requirements of chapters 1 and 2 an applicant for appointment with assignment to the Civil Affairs Branch must meet the special requirements prescribed in AR 140–108.

Section VIII. APPOINTMENT FOR ASSIGNMENT IN THE STAFF SPECIALIST BRANCH

3–24. General. *a.* This section prescribes the special requirements and procedures for appointment and assignment to Staff Specialist. Chapters 1 and 2 apply except as indicated in this section.

b. No individual will be appointed to the Staff Specialist Branch if he/she can be appropriately assigned to another branch.

3–25. Eligibility. Chaplain candidates—see section III. All other applicants must—

a. Meet general requirements of chapter 1.

b. Qualify for a SSI listed in paragraph 3–27.

c. Possess advanced professional or technical experience and training.

d. Staff specialists who acquire qualification in any other branch will be transferred to that branch under the provision of AR 140–10 except for those individuals with exceptional technical and/or professional qualifications when approved by the CG, RCPAC. Successful completion of an appropriate level branch school will be considered qualification in that branch.

3–26. Applications. *a.* Chaplain candidates will apply under the provisions of section III.

★*b.* Other applications will be processed in accordance with chapter 2. Approval authority for appointment in the Staff Specialist Branch other than Chaplain Candidates, SSVC Officers or Nonmilitary Subject Instruction Officers will be the CG, RCPAC.

3–27. Specialist categories for appointment. Appointment may be made in the Staff Specialist Branch for the following SSI:

Proponent agency	*Title*	*SSI*
Chief of Chaplains (DACH–PEP)	Duty unassigned (chaplain candidate or seminarian)	00A56
MILPERCEN (AG Branch, DAPC–OPG–A)	Selective service officer	41B
MILPERCEN (AG Branch, DAPC–OPG–A)	Appropriate specialty instructor (teaching methods)	
MILPERCEN (AG Branch, DAPC–OPG–A)	Appropriate specialty instructor (physical science)	
MILPERCEN (AG Branch, DAPC–OPG–A)	Appropriate specialty instructor (English)	
MILPERCEN (AG Branch, DAPC–OPG–A)	Appropriate specialty instructor (social science)	
	Other	

As determined by CG, RCPAC based upon the professional and technical qualifications and overall value to the service on an individual case.

Section IX. APPOINTMENT IN THE ARMY NATIONAL GUARD OF THE UNITED STATES

3–28. General. *a.* Upon being Federally recognized, an officer or warrant officer of the Army National Guard will be appointed as a Reserve of the Army for service as a member of the Army National Guard of the United States.

b. No person will be appointed in a grade above major unless he was formerly a commissioned officer of an Armed Force or such an appointment is recommended by a board of officers convened by the Secretary of the Army.

c. Applicants requiring a waiver of conviction of any of the offenses listed in paragraph 1–6*a*(3)*(a)*, *(b)*, or *(c)*, will not be permitted to appear before a Federal Recognition Board prior to granting of waiver. Request for waivers will be forwarded to Cdr, RCPAC, ATTN: AGUZ–PAA.

3–29. Personnel eligible to be appointed. To become an officer of the ARNGUS, an individual must first be appointed and Federally recognized in the same grade in the Army National Guard. Such individual must also meet the security standards prescribed in paragraph 1–4*h*.

3–30. Applications. Applications for appointment as Reserve commissioned or warrant officers of the Army will be submitted in accordance with NGR 600–100 and NGR 600–101 respectively.

3–31. Notice of appointment. Letters tendering appointments as Reserve commissioned or warrant officers of the Army will be dated as of the date actually issued. As an exception,

when an officer is granted Federal recognition, based upon temporary Federal recognition, the appointment will be of the date issued, but will be considered to have been accepted on, and deemed to have been effective from the date of such temporary Federal recognition.

Section X. APPOINTMENT AS RESERVE WARRANT OFFICERS OF THE ARMY

3-32. General. This section prescribes special requirements for the appointment of Reserve warrant officers of the Army for service in the Army Reserve. Chapters 1 and 2 apply as provided in this section.

3-33. Special requirements. *a*. Personnel listed below qualifying for warrant officer MOS currently authorized in AR 611-112 may apply for appointment under this section. Qualifications for award of MOS may be acquired by previous training and experience or attendance at a technical course of instruction leading to qualifications for warrant officer appointment as indicated in DA Pam 351-4. Although Reserve enlisted personnel and Reserve officers are eligible for appointment under this regulation, acceptance of appointment as a Reserve warrant officer will automatically terminate any other Reserve status held by the individual concerned. Such persons serving on active duty will be appointed only as authorized in paragraph 1-2*b*(4).

(1) Enlisted personnel of the Reserve Components of the Armed Forces.

(2) Enlisted personnel in the active military service of the Armed Forces provided they submit an application for active duty (DA Form 160)

with their application for appointment. Such applicants will be considered for appointment in the Dual Component Program under AR 600-39 only after they have been considered for appointment with concurrent active duty as required by paragraph 1-2*b*(4).

(3) Former warrant officers currently in civilian status. Applicants applying under this section, if otherwise qualified, will not be subject to the requirements of paragraphs 1-2 and 1-4*a* if appointed within 1 year after date of last discharge as a warrant officer.

(4) Warrant officers in the active military service holding only temporary appointments, without component, may request appointment as a Reserve warrant officer at any time prior to release from active duty.

(5) Officers and former officers who qualify for warrant officer MOS except as provided below:

(a) Commissioned officers who have been removed or are approaching mandatory removal from an active status for completion of maximum age or service are ineligible.

(b) Requests for exception to this paragraph will be considered on a case-by-case basis to retain applicants with significant exceptional qualifications deemed critical to the Army Reserve (see para 1-6*b*).

(c) Exception may be approved when membership in the selected reserve is desirable due to concurrent service as a civil service unit technician with a requirement to mobilize with the unit in which serving in their civilian status.

(6) Qualified technical experts or specialists who are former members of any component of any US Armed Forces or civilian with no military status.

b. Applications for Army attaché career warrant officers will be limited to individuals who meet the requirements of AR 611-60 and have been assigned and performed duties in any Army attaché office for a period of at least 6 months in a military or civilian status.

c. Applicants for the intelligence career fields must meet the requirements specified in AR 140-192.

d. Applicants for bandmaster must meet additional technical requirements. Evaluations are made in the following areas to determine the qualifications of each applicant:

(1) Civilian and service music education and experience.

(2) Knowledge of sound band management, to include the operation of concert bands, dance bands and ensembles.

(3) Conducting capabilities to include baton techniques, musicality of presentation, rehearsal techniques, podium presence, military bearing, and sound leadership characteristics.

(4) Technical capabilities, to include sight-signing, sight-reading, melodic dictation, harmonic dictation, aural and written harmony, arranging and knowledge of instrumentation. In those cases where a definite evaluation cannot be made by a review of the application and allied papers, the CG, RCPAC, will direct that a technical examination be administered to the applicant by the bandmaster of the band at the CONUS Army headquarters or major oversea headquarters through which the applicant applied or at Headquarters, FORSCOM. All travel involved will be at the expense of the applicant.

(5) Personnel applying for Army Band officer will include the following items with their applications and allied papers:

(a) Chronological listing of all military and civilian positions held to include specific scope of responsibilities.

(b) Representative list of programs of solos played or recitals given on major instruments for public performance.

(c) Representative list or programs of band numbers conducted in public performance.

e. Appearance before examining board is waived for personnel on active duty applying for Warrant Officer 202A, Medical Equipment Repair Technician, and all personnel applying for Warrant Officer 011A, Military Physicians' Assistant.

Section XI. APPOINTMENT IN THE PHYSICIAN ASSISTANT (PA) PROGRAM

3-34. General. This section prescribes requirements, procedures and authority for appointment of civilian and military trained physician assistants as warrant officers in the PA pro-

gram. AR 40-48 outlines the functions and utilization of physician assistants.

3-35. Military trained. *a.* Physician assistant warrant officer candidates may be appointed warrant officers in the Reserve of the Army and awarded MOS 003A upon successful completion of phase I military PA training program.

b. The Surgeon General is responsible for verification of eligibility of personnel appointed under this paragraph.

c. Failure to successfully complete phase II military PA training will result in termination of the appointment effective the date of separation from phase II training and reversion of the affected individual to his or her grade at time of appointment.

d. Individuals who successfully complete phase II military PA training will be awarded MOS 011A.

e. The following categories of physician assistants will be advanced to the grade of W02 upon successful completion of phase II military PA training.

(1) Physician assistants remaining in an extended active duty status in the active component who elect a 6-year active duty obligation.

(2) Physician assistants not remaining in an extended active duty status upon graduation from the program who elect an 8-year reserve component obligation.

(3) Individuals serving in grade E8, with 2 years time in grade, or in grade E9 at time of appointment.

f. The eligibility criteria and application procedures for military PA training are outlined in the current FY DA circular in the 351 series entitled, Military Physician Assistant (PA) Training Program Fiscal Year XX-XX.

3-36. Civilian trained. *a.* Individuals possessing the necessary civilian acquired skills who are selected for appointment under the program will be appointed warrant officers in the Reserve of the Army and awarded MOS 011A.

b. The Surgeon General is responsible for professional qualifications determination of personnel appointed under this paragraph.

c. Applicants selected for this program must—

(1) Be a graduate of a Type A, physician's assistant to the primary care physician, program accredited by the American Medical Association. Duration of the program from which graduated must not be less than 20 months. Waivers for programs of less than 20 months duration may be granted by The Surgeon General based on the professional merits of the applicant.

(2) Have successfully completed the National Board of Medical Examiners certifying examination for physicians' assistants, Type A.

(3) Be eligible for appointment as a warrant officer in accordance with chapters 1 and 2.

★*d.* Applications will include evidence of successful completion of the National Board of Medical Examiners certifying examination for physician's assistants, Type A, and an official copy of transcript. Applications will be processed through command channels to following address, as appropriate. Applications from Individual Ready Reserve (IRR) members desiring active component status will be addressed through the Commander, RCPAC, ATTN: AGUZ-PAA, 9700 Page Boulevard, St. Louis, MO 63132, to Commander, USAMEDDPERSA, ATTN: SGPE-PD, 1900 Half Street, S.W., Washington, DC 20324. Applications from IRR members desiring Reserve Component unit affiliation will be sent through RCPAC to USAMEDDPERSA for evaluation and appropriate coordination with office of the Chief of the Army Reserve. Applications from NG members will be forwarded to National Guard Bureau Operation Activities Center, ATTN: NGB-ARO-ME Edgewood, MD 21010. Applications from personnel on active duty applying for Warrant Officer 011A will be for-

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warded by the installation commander directly to Commander, USAMEDDPERSA, ATTN: SGPE-PD, 1900 Half Street, S.W., Washington, DC 20324.

STATEMENT OF UNDERSTANDING FOR APPOINTMENT
AS A COMMISSIONED OFFICER

I understand that my appointment as a commissioned officer in the United States Army Reserve is being accomplished prior to completion of required National Agency Check and Federal Bureau of Investigation Name Check.

★I further understand that if as a result of completion of the post-commissioning investigative processes I am determined unacceptable for appointment as a commissioned officer, I will be discharged from the United States Army Reserve and that I will receive an appropriate discharge certificate.

_____ 19__

_____
(Signature)

_____
(Name typed)

_____
(Social security number)

★*Figure 3-2. Statement for applicants for appointment in the Chaplains Branch who are being appointed prior to completion of National Agency Check (para 3-8).*

CHAPTER 4
EXAMINING BOARDS

4–1. Appointment. *a.* Area commanders will appoint boards of officers to examine applicants for appointment when required. Boards will consist of an uneven number of members of not less than three. All members should be of field grade if available. Officers in grade of captain may be used with a sufficient number of field grade officers are not available. In any event, members of the board must be serving in a grade equal to or higher than that under consideration. At least one member of the board must be of the branch for which the applicant is applying. Two members will be from the Active Army and, where possible, from the Regular Army. The member designated as president will be from the Active Army and will be the senior member. If members of the Active Army are not available, a Reserve who is on an Active Guard/Reserve (AGR) tour may be utilized. A commissioned officer Army aviator will be included as a member of the board when considering applicants for appointment with assignment on an aviation commissioned officer SSI or warrant officer MOS. A rated aviation warrant officer may be used in lieu thereof if a commissioned officer is not available. Waiver of this requirement may be granted when a rated Army aviator is not accessible. A warrant officer of the specialty for which applicant is applying will be appointed to serve as a technical adviser (with vote) to examining board members when interviewing a warrant officer applicant. A commissioned officer with a SSI related to that of the specialty for which the applicant is applying may be appointed to serve as a technical adviser (with vote) when it is determined that an appropriate warrant officer is not available within a reasonable commuting distance and the substitute officer has the means and is willing to travel the distance involved. Authority to appoint boards may be delegated as follows:

(1) Installation commanders for applicants being considered for appointment in grades of major and below.

(2) Commanders of General Officer Commands and US Army Reserve Commands for applicant being considered for appointment in grade of lieutenant colonel if applicant held a previous appointment as a commissioned officer in the Armed Forces.

(3) **Rescinded.**

(4) The Defense Attaché will examine applicants for appointment with concurrent active duty as Attaché Technical Assistants, MOS 961A. Personnel serving at isolated stations with less than three commissioned officers assigned will be examined by the Defense Attaché and the Attaché Technical Assistant using DA Form 6225. These applications will be further examined by a board of MI officers appointed by the Chief, Military Intelligence Branch, HQDA (DAPC–OPF–M).

(5) Installations commanded by a general officer will normally appoint boards to consider applications from personnel on active duty with the Army who are applying for concurrent active duty. When the installation is not commanded by a general officer, the application will be forwarded to the next higher headquarters in the normal chain of command. Installation commanders having general court-martial convening authority may appoint boards when it is determined an applicant is not within a reasonable commuting distance of the examining board.

(6) The US Army Military District of Washington will appoint boards for those applications as prescribed in paragraph 2–2*b*(8).

b. Boards will be convened as close as practicable to the location of the individual concerned.

c. Boards will be appointed and proceedings conducted in accordance with AR 15–6 and this regulation.

4–2. Notification to applicants. *a.* Upon receipt of the examining board of applications and allied papers required by the regulations under which individuals are applying for appointment, the president of the board will notify the applicants of the time and place of appearance before the board. Travel and other expenses incurred

by applicants not on active duty will not be chargeable to the Government.

b. Applicants will be so scheduled that, so far as practicable, no one need spend more than 1 day at the examining place.

c. When possible, applicants for the same branch will be scheduled in sequence so that the board member of the branch may sit without interruption.

d. When necessary, the applicant will be advised in advance of any additional information desired by the board or required by regulations to correct or complete an application.

4–3. Retest policy. When a retest is required (para 1–4*c*), the entire test battery will be administered and retest scores become the official scores of record. The test examiner will provide for a written statement showing the date and place test was administered, title and form of test, and score attained. Only those applicants attaining the required score will be authorized to continue with the examination.

★4–4. Officer selection inventory. Rescinded.

4–5. Interviewing. Except as provided in paragraph 4–6*b*, the board will interview each applicant prior to having access to applications or allied papers using the Officer Leadership Board Interview, OLB–1 (DA Form 6227). Instructions for conducting and recording results of the interview are contained in DA Pam 611–227.

4–6. Appraisal of experience. *a. Applicants without prior commissioned officer service.* After interview, a rest period will be given the applicant while the board considers the application and allied papers. The board will then question the applicant on personal history, training, and experience to supplement the facts shown in the application and allied papers. This questioning will be led by the board member of the branch concerned. Technical competence will be inferred from the applicant's history and the impression made on the board during the interview. Each member of the board will make an individual, independent appraisal of the applicant on one of the forms listed in (1) and (2) below (original only). The word "civilian" will be substituted for "military" on the form listed in (1) below when the applicant is applying from civilian life and has not had military experience. When the applicant is considered better qualified for a branch other than the one applied for, the board may recommend such assignment.

(1) For commission applicants, except for Chaplains and Judge Advocate General branches, use Interview Appraisal Sheet M (DA Form 6224).

(2) For warrant officers, Chaplains, and Judge Advocate General branch applicants, use Interview Appraisal Sheet S (DA Form 6225). (This form will be modified to indicate warrant officer application when appropriate.)

b. Applicants with prior commissioned or warrant officer service. In recognition of commissioned or former commissioned status and/or Regular Army and Reserve of the Army warrant officer status, board action will be waived.

4–7. Disclosure of board action. Rescinded.

4–8. Disposition of records. *a.* The board will forward the following papers through channels to the area commander concerned for action:

(1) Report of proceedings of the board of officers.

(2) Copy of the Disposition Form (DA Form 2496) or military letter appointing the board.

(3) Application and allied papers for each applicant.

(4) Test score statement, when required by paragraph 4–3.

★(5) DA Form 6279–2 (Officer Selection Inventory (Answer Sheet)). **Rescinded.**

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(6) DA Form 6227 completed by each board member for each applicant.

(7) DA Form 6224 or DA Form 6225, as appropriate, completed by each board member for each applicant.

b. A statement substantially as follows will be included in the board report when applicable:

This correspondence is marked FOR OFFICIAL USE ONLY solely because of the addition of Exhibit _____ through _____. When these exhibits are removed, protective markings will be canceled.

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CHAPTER 5

POSTHUMOUS APPOINTMENTS

5-1. General. This chapter prescribes special requirements and procedures for the tender of posthumous appointments as Reserve of the Army commissioned and warrant officers.

5-2. Authority to tender appointments. The Adjutant General (CG, RCPAC) is the only authority for tendering posthumous Reserve of the Army commissioned and warrant officer appointments.

5-3. Conditions under which posthumous appointments may be tendered. *a. Posthumous commissions.* Posthumous commissions may be issued when—

(1) The member was appointed to a commissioned grade but was unable to accept the appointment because of death in line of duty;

(2) The member successfully completed a course of instruction which authorizes appointment upon successful completion of the course, and was recommended for appointment by the commanding officer or officer in charge of the school but was unable to accept the appointment because of death in line of duty on or after the scheduled date of completion of the course of instruction;

(3) The member was officially recommended for appointment and the recommendation was approved by the appropriate appointing authority but the member was unable to accept the appointment because of death in line of duty on or after the date of approval.

b. Posthumous warrants. Posthumous warrants may be issued when—

(1) The member was appointed to a warrant officer grade but was unable to accept the appointment because of death in line of duty;

(2) The member successfully completed a course of instruction which authorizes warrant officer appointment upon successful completion of the course, and was recommended for appointment by the commanding officer or officer in charge of the school but was unable to accept the appointment because of death in line of duty on or after the scheduled date of completion of the course of instructions;

(3) The member was officially recommended for appointment by an examining board but the member was unable to accept the appointment because of death in line of duty on or after the date of the board's recommendation.

★**5-4. Submission.** Commanders who have knowledge of a member who may be considered for a posthumous appointment will furnish the following information, as appropriate, through appropriate military channels to the CDR, RCPAC, ATTN: AGUZ-PAD.

a. Date and cause of member's death.

b. A statement indicating that the member's death was or was not in the line of duty. In this connection, a posthumous commission or warrant may be issued in the name of a reservist whose cause of death was incurred in line of duty while he was serving on active duty, on active duty for training, traveling to or from active duty for training, or engaged in inactive duty training.

c. Scheduled date of completion of course of instruction, date the member was recommended for appointment as a result of successful completion of course of instruction, and official who made the recommendation, or

d. Date member was officially recommended for appointment, date the recommendation was approved, and official who approved the recommendation for appointment.

5-5. Bonus, gratuity, pay, or allowance. No person is entitled to any bonus, gratuity, pay, or allowance because of a posthumous commission or warrant.

5-6. Effective date of appointment. A commission or warrant issued under paragraph 5-3*a* or *b* will be issued as of the date of the appointment, recommendation, or approval, as the case may be.

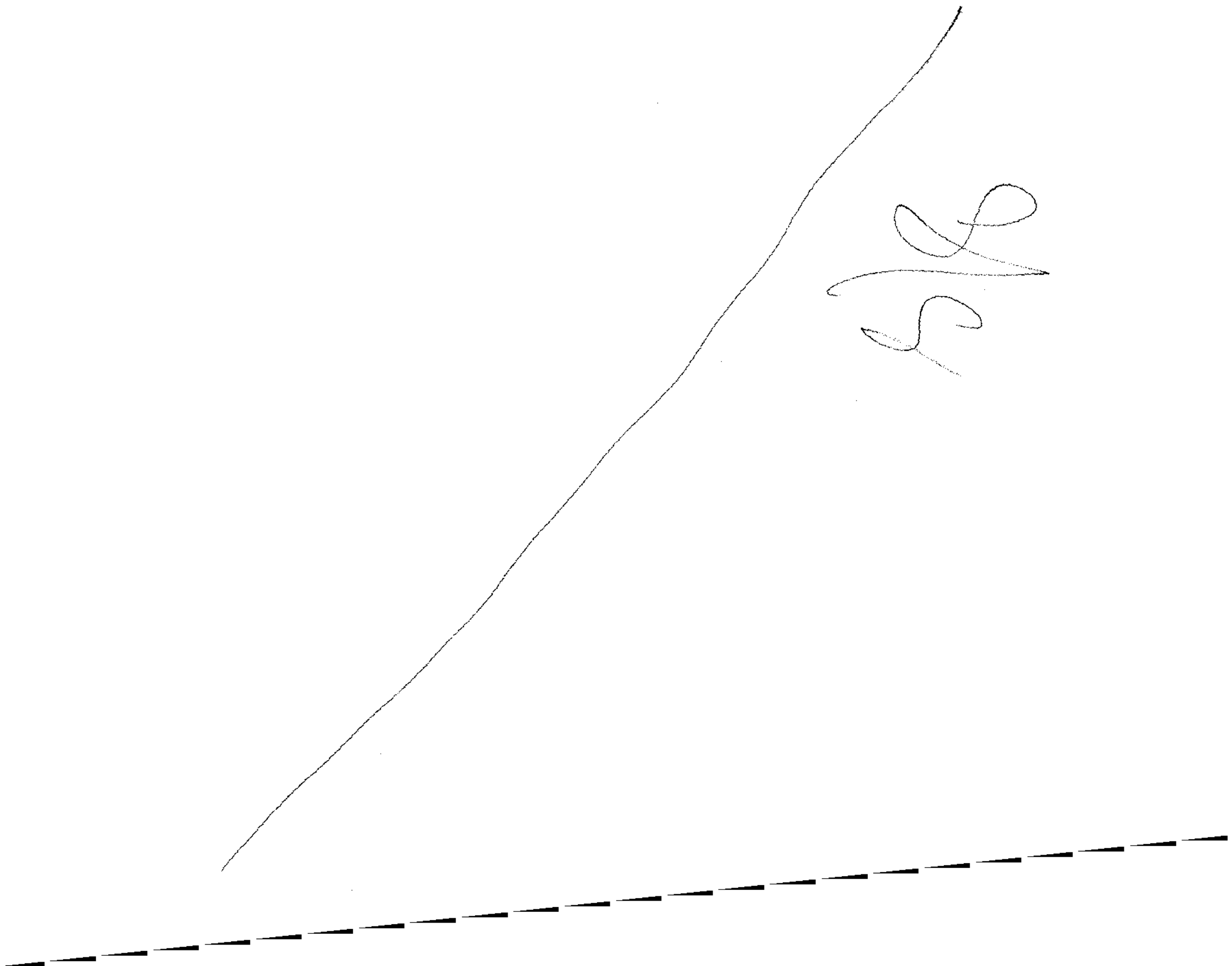
★The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) direct to Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-RPC-PR, 9700 Page Boulevard, St. Louis, MO 63132.

By Order of the Secretary of the Army:

CREIGHTON W. ABRAMS
General, United States Army
Chief of Staff

Official:
VERNE L. BOWERS
Major General, United States Army
The Adjutant General

Distribution:
To be distributed in accordance with DA Form 12-9 requirements for AR, Reserve Components.
Active Army: B (Qty Rqr Block No. 225).
ARNG: A (Qty Rqr Block No. 224).
USAR: A (Qty Rqr Block No. 224).



S/S Chg. 16 1-May-83

CHAPTER 1
GENERAL

1–1. Purpose. This regulation establishes responsibility and provides procedures for the appointment of male and female commissioned and warrant officers in the Reserve Components of the Army. Exceptions to this regulation will be made only by HQDA on an individual basis. This regulation does not govern appointments of Reserve general officer grades (AR 135–156); Army Medical Department commissioned officers (AR 135–101); graduates of senior ROTC units (AR 145–1); or graduates of officer candidate schools (AR 351–5, AR 140–50). Throughout this regulation the words "he/his" are intended to include both the masculine and feminine genders and any exceptions thereto will be so noted.

1–2. Appointment limitations. Appointment of qualified applicants are limited to—

a. Commissioned officers to fill—

(1) Mobilization designee table of distribution vacancies as determined by RCPAC upon review of application.

(2) Ready Reserve troop program unit vacancies. Applications for direct appointment will be processed for position vacancies only when there is no qualified officer available. (See para 2–3*a*(3) for statement required in this instance.) This requirement is not applicable to enlisted personnel applying for OCS.

(3) The grade of captain or below to meet the need for Ready Reserve reinforcements for assignment to the Individual Ready Reserve. Appointments will be tendered only to exceptionally well qualified individuals who cannot otherwise obtain a commission because of lack of position vacancy in USAR units, mobilization designation table of distribution vacancies, or inability to join a unit due to geographical location. Chaplains may be appointed to the Individual Ready Reserve (IRR) without regard to unit vacancies or geography.

(4) Active duty requirements when qualified Reserve officers are not available.

b. Warrant officers to fill—

(1) Mobilization designee table of distribution vacancies as determined by RCPAC upon review of application.

(2) Ready Reserve troop program unit vacancies based on MOS requirement regardless of the number of warrant officers assigned, provided warrant officers assigned as overstrength who are not qualified in the MOS required for the position vacancy are first given the opportunity to become qualified in the MOS and to accept assignment to the position. (See para 2–3*a*(3) for statement required in this instance.)

(3) Ready Reserve reinforcements for assignment to the Control Group (Reinforcement). Appointments will be tendered only to exceptionally well qualified individuals who cannot otherwise obtain a commission because of lack of position vacancy in USAR units, mobilization designation table of distribution vacancies, or inability to join a unit due to geographical location.

(4) Active duty requirements under specific allocations announced by HQDA, when qualified Reserve warrant officers are not available.

c. The restrictions in *a* above do not apply to—

(1) Warrant officers and enlisted personnel in the Active Army.

(2) Reserve officers in a grade above colonel who cease to occupy a position commensurate with their grade.

(3) Regular Army officers selected for involuntary discharge as a result of reduction in force, applying for appointment without concurrent active duty, effective upon the date after discharge.

(4) Regular Army officers applying for appointment in the Army Reserve concurrent with their unqualified resignation, and National Oceanic and Atmospheric Administration officers el-

igible for appointment as an exception to the provisions of paragraph 1–5*e*.

1–3. Appointing authority. The authority to tender appointments in accordance with paragraph 2–2 is delegated as follows (see AR 135–101 for Army Medical Department branches):

a. Headquarters, Department of the Army. The Adjutant General (CG, RCPAC) for the appointment of ARNGUS and USAR commissioned and warrant officers, except general officers, with or without concurrent active duty.

b. Area commanders. For the appointment of USAR commissioned and warrant officers residing within the geographical areas of their commands. This authority may not be further delegated except to Commanding Generals of US Army Western Command, Hawaii; US Army Base Command, Okinawa, US Army, Japan; and Eighth US Army, Korea; when appointment with concurrent active duty has been approved at HQDA. Appointments will not be effected in the following cases without prior approval of HQDA:

(1) When concurrent active duty is requested.

★(2) When the applicant has been previously separated from the service with severance pay.

★(3) For assignment in the following branches:

(a) Chaplain.

(b) Judge Advocate General's Corps.

(c) Staff Specialist.

★(4) Any application submitted under section VI, chapter 3.

★(5) When warrant officer assignment is for—

(a) Army Bandmaster.

(b) Military Police Corps. See AR 195–3.

c. Excepted appointments. As an exception to *a* and *b* above, the Commandant, US Army Aviation School will tender appointments in the USAR to enlisted graduates of the Warrant Officer Candidate Rotary Wing Aviator Course (AR 601–210 and AR 611–85).

1–4. Eligibility criteria. Individuals possessing the qualifications in *a* through *i* below may apply for appointment, except those individuals enrolled in or formally approved for officer candidate school or prewarrant officer programs.

a. Age. Minimum and maximum age limitations are shown in table 1–1. The applicant must not have reached the birthday of the maximum age indicated prior to appointment.

b. Citizenship.

(1) Except for medical, dental, and allied category specialists liable for induction, and as indicated in (2) below, an applicant must be a US citizen or have lawfully entered the United States for permanent residence under applicable provisions of the Immigration and Naturalization Act as amended, unless he is currently serving, or has served previously in the Armed Forces of the United States. Foreign nationals living in the United States or its possessions who have not applied for permanent residence (nondeclarant alien) may submit application for initial appointment with the provision that if acceptable, application for permanent residence will be made.

(2) Applicants for Military Intelligence and Civil Affairs branches must be citizens of the United States.

(3) Under no circumstances will appointment be made from the following categories:

(a) Applicants who have been convicted of wartime desertion or evasion of military service, as specified in the Immigration and Naturalization Act.

(b) Any individual barred from citizenship because of having applied for and having been relieved or discharged from service in the Armed Forces by reason of alienage.

c. Mental.

★(1) Applicants for appointment as a commissioned officer must achieve a score of 110 or higher on Aptitude Area GT and a score of 90 or higher on Subtest 2 on the Officer Selection Battery (OSB). An applicant for appointment as a

CHAPTER 2
PROCESSING

2-1. Applications and allied papers. Applications for appointment will include the following documents, except as indicated in *r* through *t* below:

a. DA Form 61 (Application for Appointment) in triplicate.

(1) When submitted under section VI, chapter 3, the specialty for which applying will be shown below in Item 35 (Remarks).

(2) Individuals currently holding any other USAR status will include a statement in Item 35 that they understand their present Reserve status will be vacated by acceptance of appointment.

(3) Individuals serving in oversea commands will include in Item 35 the scheduled date of return to CONUS or rotation to another location in an oversea command.

b. Documentary evidence of educational qualifications. Consolidated transcripts of college and university study will be signed by an official of the institution attended. Photostatic or true copies are acceptable.

c. DD Form 398 (Statement of Personal History) in duplicate.

★*d.* Forms required for completion of personnel security investigation as specified in AR 381-20. Applications for appointment and concurrent active duty will include a statement that a National Agency Check or other investigation of broader scope has been initiated (date initiated) or that such investigation has been conducted previously with identifying date. A new NAC is not required for personnel applying for aviation warrant officer flight training and direct appointment as warrant officer with concurrent active duty who have a favorable ENTNAC or NAC and have not had a break in service of 12 months or more.

e. Standard Form 88 (Report of Medical Examination) will be prepared in duplicate and Standard Form 93 (Report of Medical History) will be prepared in original only. If a previous medical examination is valid under AR 40-501, a new medical examination will be required only if the appointing authority has reason to question the medical fitness of the applicant, or if the applicant requests an examination. Any applicant drawing a pension, disability compensation, or retirement pay must undergo a medical fitness examination regardless of how recently his last medical examination was completed. Applicants, except members of the other Armed Forces, applying for appointment with concurrent active duty will not be required to undergo a medical examination until notification is received from the CG, RCPAC, of selection for appointment. Applicants for appointment without concurrent active duty will not be required to undergo medical examinations until selected for appointment.

f. Additional information required for appointment in Military Intelligence and Military Police Corps.

(1) Applications for Military Intelligence Branch with concurrent active duty will, without regard to any prior investigation completed, include five copies of DD Form 398 (Statement of Personal History) with all applicable items completed as prescribed in AR 381-20 and record of prior clearances entered on the last page of DD Form 398 from personnel records; two copies of FD Form 258 (Fingerprint Card): DD Form 1584 (Department of Defense National Agency Check Request); and two full length photographs approximately post card size.

(2) Applications for Military Intelligence Branch without concurrent active duty will include the documents prescribed in AR 140-192 and AR 614-103.

(3) Applications for appointment as a warrant officer in the Military Police Corps will include documents prescribed in AR 195-3.

g. Photocopy of diploma or certificate evidencing completion of Army correspondence course when required.

h. DA Form 160 (Application for Active Duty) in duplicate, when applying for concurrent active duty. Individuals who are members of the other Armed Forces when applying for MOS/SSI requiring completion of specific Army courses must indicate in Item 13 (Remarks) completion of equivalent formal instruction within the specific area. Applications must contain evidence indicating courses completed and scope of instruction.

i. A signed statement will be furnished by former conscientious objectors expressing abandonment of such beliefs so far as they pertain to their willingness to bear arms and to give full and unqualified military service to the United States and agreeing that they will not apply for separation by reason of conscientious objection during the period of their contracted agreement.

j. A statement by a conscientious objector applying for appointment in the Chaplains Branch or a corps of the Army Medical Department (except Veterinary Corps) to the effect that he conscientiously objects to combat service but is willing to perform full and unqualified service as a Chaplain or officer of the Army Medical Department (except Veterinary Corps). Conscientious objectors applying under the provisions of this paragraph must possess a Selective Service classification of no higher than 1-A-0 (as opposed to I-0).

k. Members of Reserve Components not on active duty, of the Navy, Air Force, Marine Corps, Coast Guard, and Public Health Service, must submit a conditional release obtained through official channels. Members of the other Armed Forces (except US Coast Guard) on active duty will be accepted and processed without statement of conditional release from the losing service. Applications from members of the US Coast Guard must be accompanied by a conditional release or a copy of a request for such release.

l. A statement from the State adjutant general that a member of the ARNG or ARNGUS applying for appointment, if tendered an appointment, will be separated from his National Guard status.

m. Nonprior-service applicants who have not previously incurred a service obligation will complete Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment (DA Form 3574) in triplicate.

n. Prior-service applicants appointed following a break in service will complete Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment (DA Form 3575) in triplicate.

o. An individual not a citizen of the United States by birth will submit a statement as shown in figure 2-2. Children born of an American parent or parents outside the United States acquire citizenship through the parent or parents. Citizenship verification of persons born abroad of an American parent or parents will be made in one of two ways:

(1) Presentation of a Certificate of Citizenship (Form N-600) issued by the Immigration and Naturalization Service. To preclude a future challenge to their claim of citizenship, applicants not having this document should be advised to make application at the nearest office of the Immigration and Naturalization Service.

(2) Presentation of an authenticated copy of Department of State Form 240 (Report of Birth Abroad of a Citizen of the United States of America). This form is also referred to as the Consular Report of Birth. Applicants may obtain this document from the Authentication Officer, Department of State, WASH, DC 20520.

p. The following signed statement from an applicant for appointment as a Chaplain who because of paragraph 1-5*n* is unable to qualify for retirement benefits. This statement is not required for those individuals who cannot qualify for retirement under 10 U.S.C. 3911 prior to attaining age 60.

I understand that, because of my age, the possibility of my becoming entitled to military retirement benefits under existing legislation is contingent upon the passage of future events which are not accurately predictable at this time.

q. Applicants will complete a chronological

listing of all civilian employment and degree of responsibility at each position.

r. During a time of induction a statement by applicants who are enlisted members of the Reserve Components of the Armed Forces and who have completed 6 months active duty or an initial tour of ADT acknowleding that if their induction is caused by failure to participate satisfactorily in required training, they will be ineligible for active duty as an officer or warrant officer and their commission or warrant will be terminated.

s. In lieu of formal application the following may request appointment in letter form. For the purpose of (4) below, USAR officers are not authorized to branch transfer between a basic branch and a special branch, between special branches, or from a special branch to a basic branch (para 6-1.1., AR 140-10).

(1) Regular Army officers applying for USAR appointment concurrent with Regular Army resignation.

(2) Individuals currently serving on active duty as officers of the other Armed Forces when applying for appointment with concurrent active duty as prescribed in AR 614-120.

(3) Warrant officers applying under paragraph 3-33*a*(3) and (4), and former officers under paragraph 3-33*a*(5) when applying within 1 year from date of discharge. Such applicant must meet requirements of paragraph 1-4*g*.

(4) USAR officers applying for appointment in another branch or grade. Such applicants must furnish documentary evidence of educational level as required for the branch and any additional forms, documents, or information as required by other regulations or the section of those regulations governing the particular branch. In addition, a current medical examination as prescribed in AR 140-120 is required.

(5) Regular Army officers eligible to apply for Reserve appointments as commissioned officers, without concurrent active duty, effective upon date after discharge.

t. For members of the National Oceanic and Atmospheric Administration applying under paragraph 1-5*e*, the forms required by *a*, *c*, *d*, and *f* above.

u. Name in which appointed. Ordinarily, applicants will be appointed in the name reflected in a birth, baptismal, citizenship, or naturalization certificate, or court order authorizing a change of name. An individual may be appointed at his request in the name by which he is known in his community, provided the assumption of that name was not for fraudulent purposes.

(1) An applicant desiring to be appointed in a name as indicated above will be required to submit a written request for name change. The signatures of two individuals who can attest to the truth of the applicant's request must also be furnished. The statement of these individuals should read "The attached information is true to the best of my knowledge and belief." The statement must be dated and signed, current addresses (including ZIP codes) must be given, and the relationship to the applicant must be indicated. It is preferable that the witnesses include the applicant's natural parents, stepparents, or legal guardian. In appropriate cases, the witnesses may include reliable members of the community, such as school officials, clergy, close relatives, and neighbors.

(2) In appropriate cases, the DD Form 369 (Police Record Check) should be accomplished reflecting both the name as recorded on one of the official documents indicated above, and the name assumed by the individual.

v. A copy of enlisted applicant's DA Form 20 (Enlisted Qualification Record) and/or DA Form 2-1 (Personnel Qualification Record-Part II) will accompany the application. Applicants who are members of the Air Force, Navy, Marine Corps, or US Coast Guard will submit a copy of the equivalent form used by the parent service.

w. Individuals with more than 17 years of active Federal service who apply for appointment as a warrant officer with concurrent active duty must complete the following statement:

I, _____, hereby volunteer to remain on active duty for a period of 3 years in warrant officer status subsequent to my appointment and/or call to active duty. I understand that my retention on active duty during this period is subject to the normal release provisions outlined

in AR 635–100. I further understand that I may not be voluntarily retired prior to completion of this service obligation.

x. A statement signed by a responsible official from one of the other Armed Forces that a favorable NAC (para 1–4*h*) exists on an individual serving on active duty with that Armed Force will be accepted by the Department of the Army. The statement must indicate the date and by whom the NAC was completed. Certification by the applicant is not acceptable.

y. A recent photograph, full length, approximately postcard size, with the applicant's name on the reverse, will acompany the applications of all personnel requesting appointment as a warrant officer with concurrent active duty.

2–2. Submission of application. Applications for appointment will be submitted and processed under this chapter, except that applicants for appointment under chapter 3 must meet special requirements outlined in that chapter. Applications for appointment in the Army Nurse Corps and the Army Medical Specialist Corps will be guided by AR 135–101 and applicants for appointments in the other corps of the Army Medical Department by AR 135–101. No command or headquarters, except that conducting the evaluation board (para 2–3*c*(4) *(c)*) will hold an application beyond 5 working days. Applications will be submitted as follows:

a. For appointment with assignment to Army Reserve Troop Program units, mobilization designee table of distribution vacancies and Ready Reserve Reinforcement vacancies—

(1) Through the unit commander for enlisted and warrant officer members of active Reserve units.

(2) Through the commander of the unit where assignment is requested for individuals not members of the Army Reserve.

(3) Through the commanding officer of the unit where applicant is assigned for duty when individual is currently on active duty.

(4) Through the Cdr, RCPAC, ATTN: AGUZ-PAA or the oversea area commander, as appropriate, for applicants who are nonunit members of the Ready Reserve or members of the Standby Reserve.

(5) Through the Army commander for Ready Reserve Reinforcement vacancies except those submitted through (4) above.

(6) Through the Army commander to Cdr, RCPAC, ATTN: AGUZ-PAA for applicants who are unit members to fill Mobilization Designee table of distribution vacancies.

b. For appointment with concurrent active duty.

(1) USAR personnel who are members of a troop program unit will submit applications through the unit commander direct to the appropriate area commander. Nonunit USAR personnel will submit applications direct to Cdr, RCPAC, ATTN: AGUZ-PAA or appropriate oversea area commander.

(2) ARNGUS personnel will submit applications through normal Army National Guard channels to the appropriate State adjutant general who will forward the approved applications to the appropriate area commander.

(3) Individuals from civilian status will submit applications direct to the appropriate area commander.

(4) Applications for appointment in the Chaplains Branch will be forwarded by the applicant direct to HQDA(DACH-ZA) WASH DC 20310.

(5) Personnel on active duty with any of the other Armed Forces will submit applications to the commander having custody of their personnel records who will forward the applications to the appropriate area commander.

(6) Applications from Air Force members who are OSI agents will be forwarded through AF District Offices to the Directorate of Special Investigations (AFISIM) for indication of date the applicant can be made available if selected. Applications will be forwarded by the Director of Special Investigations direct to Cdr, RCPAC, ATTN: AGUZ-PPA, 9700 Page Boulevard, St. Louis MO 63132.

★(7) Personnel on active duty with the Army will submit applications through their unit and intermediate commanders to the commander

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having custody of their personnel records who will forward the applications through installation commander direct to Cdr, MILPERCEN, ATTN: DAPC-OPW-P, 200 Stovall Street, Alexandria, VA 22332. Applications from personnel on active duty with the Army applying for Warrant Officer 011A, 202A, 051A and 713A will be submitted by the installation commander direct to the activities shown in (9) and (10) below.

(8) Personnel who are on active duty with the Army and assigned to activities in the District of Columbia but are not within a geographic area of responsibility of an installation commander will submit their applications for processing to the Commander, US Army Military District of Washington, Fort Lesley J. McNair, WASH DC 20319.

★(9) Applications from personnel on active duty applying for Warrant Officer 202A, Medical Equipment Repair Technician; Warrant Officer 011A, Military Physicians' Assistant; and Warrant Officer 051A, Veterinary Food Inspection Technicians, will be forwarded by the installation commander directly to Cdr, USAMEDDPERSA, ATTN: SGPE-PD, 1900 Half Street SW, WASH DC 20324.

★(10) Applications from personnel on active duty with the Army applying for Warrant Officer 713A, Legal Administrative Technician, will be forwarded by the installation commander directly to HQDA (DAJA-PTW), WASH DC 20310.

2–3. Processing of application. *a.* The commander initially receiving the application or the commander having custody of the applicant's personnel records (for personnel on active duty with the Army) will—

(1) Review application for completeness and determine applicant's administrative eligibility to apply for appointment.

(2) Return application if applicant does not meet the basic administrative prerequisites for appointment, giving reasons for rejection.

(3) Include the following statement, signed by the unit commander in forwarding indorsement when the application is to fill a vacancy in troop program unit:

Appropriate position vacancy exists in this unit in the grade of _____ and MOS/SSI of _____, TDA/TOE _____, paragraph _____ and line number _____, branch _____. There is no qualified officer assigned to this unit, including overstrength status, or any other qualified Reserve officer assigned to the IRR available for this position. This position will be held open for this applicant pending action by higher headquarters. I desire the assignment of the applicant to this organization.

(4) See AR 140–192 and AR 614–103 for actions required in processing applications for Military Intelligence without concurrent active duty.

(5) Forward applications of qualified applicants with appropriate recommendation, through any intermediate commanders to the area commander concerned.

★(6) Process applicants for appointment under paragraph 2–2*b*(7) through (10) with authority to appoint examining boards (para 4–1*a*(5) or (6)). The application will be processed in accordance with *c*(1) through (9) below.

b. Intermediate commanders will—

(1) Review application and allied papers and indorse to the area commander.

(2) Indicate availability or nonavailability of qualified officer for position vacancies named in statement required by *a*(3) above.

(3) Return applications when the applicant does not meet the basic administrative prerequisites or when errors are found that cannot be corrected without referring the application to the originator or to his unit of assignment.

c. Area commanders will—

(1) Review applications for correctness and determine eligibility of each applicant.

(2) Return application if—

(a) Applicant does not meet the basic administrative prerequisites for appointment, giving the reasons for rejection.

(b) Errors or omissions are found that cannot be corrected within the area command headquarters.

(c) Applicant is not recommended by the staff section as a result of the review required

by paragraph (3) below, giving the reasons for rejection.

(3) Refer applications that meet administrative prerequisites to the respective general or special staff section within headquarters for technical review. The staff section will—

(a) Review the applicant's personnel records and application to determine if the applicant has the technical training and practical experience required for appointment.

(b) Prepare recommendation to incude reasons for conclusions. Recommendation may include additional training which should be provided to the applicant prior to appointment or prior to first assignment after appointment.

(4) When an applicant has been determined eligible and recommended by the staff section—

(a) Initiate action to obtain security requirements as prescribed by paragraph 1–4*h*. Applicants, except members of the other Armed Forces applying for concurrent active duty will not require action as prescribed in paragraph 1–4*h*, until receipt of notification from CG, RCPAC, that application is approved.

(b) Arrange for a Type A medical examination as prescribed by chapter 10 and appendix IX, AR 40–501 for applicants who are members of the other Armed Forces and concurrent active duty is requested.

(c) Refer application to the president of an examining board for action as provided in chapter 4, except as otherwise provided in this regulation or regulations governing the specific appointment. Instruct the boards to advise all applicants that their application will be processed as expeditiously as possible. Telephonic and written inquiries requesting status of an application only delay the processing. The processing and forwarding of all cases will be expedited to the greatest extent possible. Objective should be to complete board action within the 2-week period immediately following receipt of application. Regular Army warrant officers, Reserve of the Army warrant officers, and former commissioned officers will not be required to appear before an examining board.

(5) Upon receipt of examining board report—

(a) Have scores computed for applicant's biographical information blank, interview record, and appraisal sheet (para 4–4, 4–5, and 4–6).

(b) Have a composite score computed for female applicants.

(6) Review the entire applicable record, including report of board proceedings and National Agency Check and determine applicant's administrative eligibility and professional acceptability.

(7) Notify rejected applicants, furnishing the specific reason for rejection. When a recommendation of disapproval made by the examining board is approved by the convening authority, the application will be disapproved and returned to the individual.

(8) Tender appointments to qualified applicants when delegated authority.

★(9) Forward applications, with appropriate recommendations, requiring approval of HQDA to CDR, RCPAC, ATTN: AGUZ-PAA-A. For active duty enlisted personnel applying for warrant officer appointment with concurrent active duty, forward application direct to the appropriate activity shown in paragraphs 2–2*b*(7), (9) or (10). Applications submitted under provisions of paragraph 2–2*b*(7) through (10) that require a waiver will be processed through the Cdr, RCPAC in accordance with paragraph 1–6.

2–4. Status reports and station changes. *d.* Commanders will report change in status to include unfavorable personnel actions which may influence application.

b. Applicants will immediately report any change in status or station to the agency processing the application.

c. CG, RCPAC, will notify the applicant and area commander by electrical message where applications are approved for concurrent active duty.

d. Applicants who are informed of tentative selection will be advised that they should not expend personal funds or make any other perma-

signed by a Reserve officer of the Army and taken before a person believed qualified but actually unauthorized to administer oaths, is ineffective as an oath of office because of defective attestation. However, it is valid as an acceptance and will be recorded as such on all Army records. In such instances, a valid oath of office will be secured and will be dated as of the date actually accomplished. Both oaths will accompany the papers forwarded under the provision of paragraph 2-8*b*(1).

(4) When the appointment involves a warrant officer or enlisted member of the Active Army; enter in parentheses under appointee's address, the individual's current grade.

(5) When credit for service in an active status based on education and experience is used to determine grade eligibility at the time of appointment, the number of years, months, and days credited will be indicated after "D" on the letter of appointment.

(6) An oath of office executed with reservations of any nature or modification will not be recorded as an acceptance. If the individual does not desire to execute an oath without reservations, the appointment will be canceled.

c. If the individual fails to reply within 90 days or not in sufficient time to comply with orders for concurrent active duty, unless for justifiable reasons, notify the appointee of withdrawal of the appointment and request return of documents forwarded to the individual.

d. Major commanders will notify HQDA (DAPC-OP (appropriate control branch)), Alexandria, VA 22332, of all selected officers not ordered to active duty, including the reason therefore. The CDR, RCPAC, ATTN: AGUZ-PAA-A will be notified when selected applicants are not tendered an appointment or when the appointment is not accepted.

e. The oath of office will not be executed prior to date of entry on active duty when the appointment is for concurrent active duty and the appointee is currently serving in the active Armed Forces. When an appointment is contingent upon satisfactory completion of prescribed schooling, the oath of office will not be executed prior to date of graduation.

f. If the appointee declines the appointment, the letter of appointment and allied papers, together with the letter of declination, will be forwarded to the CDR, RCPAC, ATTN: AGUZ-PAA-A, when HQDA is the appointing authority.

2-8. Disposition of appointment documents. *a*. Upon receipt of DA Form 71, the appointing authority will—

(1) Record the officer's date of acceptance on letter of appointment.

(2) For all original appointments, forward an officer's commission (DD Form 1A), or warrant officer's commission (DA Form 1290). The date of the individual's acceptance will be shown on the commission or warrant as the date of appointment. DA Pam 600-2 (The Armed Forces Officer) will also be forwarded to commissioned officers.

b. The appointing authority will take the following action:

(1) Forward the following documents, *in the order shown*, to HQDA (DAPC-PAR) Alexandria, VA 22332, when appointment is for concurrent active duty, and to the CDR, RCPAC, ATTN: AGUZ-RSC-O, for all other appointments.

(a) One copy of the letter of appointment.

(b) DA Form 71.

(c) Original DA Form 61.

(d) Original SF 88.

(e) Original DD Form 1584 when appropriate.

(f) Original DD Form 398.

(g) Original DA Form 160, when applicable.

(h) Original DA Form required by paragraph 2-1*m* or *n* as applicable.

(2) File copies of the records indicated in (1) *(a)*, *(c)*, *(d)*, *(e)*, *(f)*, and *(h)* above with a copy of the SF 93 in the Military Personnel Records Jacket or Health Record, as appropriate. AR 640-10 governs the identification of documents filed in the Military Personnel Records Jacket. For officers appointed with concurrent active duty, these records will be forwarded to the first

duty station of the individual. For individuals appointed from an Active Army status, forward the records to the commanding officer of the individual's unit. For all other appointees, records will be forwarded to the appropriate commander or the CDR, RCPAC, ATTN: AGUZ-RSC-O.

c. The authority tendering appointment will establish necessary procedure to notify the appropriate State adjutant general or the losing service of the acceptance by their members of appointment as Reserve commissioned or warrant officers of the Army. Notification will contain sufficient information for the losing agency to identify the individual involved. Forward a copy of the letter of appointment to HQDA (DAMO-IAZ) WASH DC 20310, when appointment is made for assignment to the Civil Affairs Branch.

d. The area commander will forward a letter as outlined in figure 2-5 to each officer initially commissioned in the USAR who is not ordered to concurrent active duty or who is not serving on active duty in any status.

e. The report of the examining board and related papers will be disposed of as prescribed in AR 340-18-7. Answer sheets (DA Form 6215-1) for the Biographical Information Blank will be forwarded to the US Army Behavior and Systems Research Laboratory, Room 239, Commonwealth Building, 1320 Wilson Boulevard, Arlington, VA 22209. Original documents belonging to each applicant will be returned when they have served their purpose.

2-9. Commissions and warrants. Stocks of DD Form 1A and DA Form 1290 will be obtained from AG publications channels. Appointing authorities will safeguard these forms at all times and protect them from mutilation during mailing.

★ 2-10. Army Reserve appointments by grade, branch, and source (DA Form 2490), Requirements Control Symbol AG-632. Rescinded.

CHAPTER 3
APPOINTMENTS

Section I. APPOINTMENT OF OFFICERS AND FORMER OFFICERS

★3-1. **General.** Applications of officer and former officers must meet the requirements prescribed in chapter 1 and will be processed in accordance with chapter 2. Applications will be sent to CDR, RCPAC, ATTN: AGUZ-RCA, for administrative review of Official Military Personnel File (OMPF).

3-2. **Restriction on appointments.** Appointments under this section will not be made in general officer grades or for assignment in—

a. Army Medical Department.
b. Chaplains.
c. Civil Affairs.
d. Judge Advocate General's Corps.

Section II. APPOINTMENT AS COMMISSIONED OFFICERS OF ARMY WARRANT OFFICERS AND ENLISTED PERSONNEL

3-3. **General.** *a.* This section prescribes special requirements and procedures for appointment of enlisted personnel and warrant officers as commissioned officers in the USAR. The provisions of chapters 1 and 2 apply except as otherwise indicated in this section.

b. Appointments will not be made for assignment in—

(1) Army Medical Department.
(2) Chaplains.
(3) Judge Advocate General's Corps.
(4) Staff Specialist.
(5) Civil Affairs.

c. Applicant must not have reached his 28th birthday at date of appointment. Waiver of maximum age limitations will be considered when—

(1) Applicant becomes overage due to administrative processing, provided the application was submitted within a reasonable period to permit normal processing and any delay encountered resulted from circumstances beyond the control of the applicant. To ensure adequate time for processing, applicant should be encouraged to submit his application prior to his 27th birthday. Request for waiver, with detailed explanation of delay in processing will be submitted in accordance with paragraph 1-6*a*.

★(2) The applicant possesses outstanding leadership qualifications for which a requirement exists. Requests for such waivers will be forwarded with recommendations for final determination by the appropriate CONUSA.

3-4. **Special requirements.** Personnel of the following categories may apply under this section.

a. Warrant officers and enlisted persons currently serving on active duty in any component of the Armed Forces in grades E5 through E9. Applicant must have completed at least 6 months honorable active duty in those grades in any component of the Armed Forces. Completion of the Army Precommission Correspondence Course is not required but is desirable for personnel without wartime service. Former warrant officers and enlisted personnel who have had 6 months active duty in the grade of warrant officer or in one of the upper five enlisted grades may become administratively eligible by enlistment or transfer as a Reservist of the Army in one of the upper five grades.

b. Army Reservists currently serving in active status in grades E2 through E4 subject to the following:

(1) Completion of 1 year of active duty in the Army or 1 year of active Reserve service and an initial tour of Active duty for training.

(2) Satisfactory completion of the Army Precommission Correspondence Course.

(3) Possessing marked qualifications of such nature as to justify appointment prior to service in the upper five enlisted grades.

c. Reserve warrant officers and enlisted members in grades E5 through E9 who meet all of the following requirements.

(1) Are in an active status in the Army Reserve.

(2) Have satisfactorily completed Army Precommission Correspondence Course.

(3) Have completed an initial tour of active duty for training.

(4) Successful completion of a National Guard State Officers' Candidate School approved by Headquarters, Department of the Army will be substituted for (2) or (3) above. The CONUS Army commander concerned will be responsible for appointment of the individual on the date of graduation. Applicants will not be required to appear before an examining board.

d. Warrant officers and enlisted personnel of any component of the Armed Forces of the United States and former warrant officers and former enlisted personnel who have—

(1) Completed at least 1 year of honorable active duty in any of the Armed Forces of the United States, and

(2) At least a baccalaureate degree from an accredited college or university recognized by the Department of Health, Education, and Welfare, Office of Education, as listed in Directory, Higher Education.

Section III. APPOINTMENT OF CHAPLAINS

3-5. General. This section prescribes special requirements and procedures for appointment of qualified personnel for assignment as chaplains. The provisions of chapters 1 and 2 apply except as otherwise provided in this section.

3-6. Special requirements. *a.* Applicants with prior service as chaplains in any component of the Armed Forces of the United States must meet the requirements shown in (2) below. Applicants for initial appointment in grades above second lieutenant and former officers without prior service as chaplains must meet the following criteria:

(1) *Education*—

★(*a*) Possess 120 semester hours of undergraduate credits (or the equivalent) from a college or university that is in the current issue of the *Education Directory—Colleges and Universities*, published by the Department of Health, Education and Welfare, or

★(*b*) Have completed 120 resident semester hours of credit (or the equivalent) from a school not listed in the Education Directory, but from which credits could be transferred to a school listed in the Education Directory, and

★(*c*) Possess a Master of Divinity (or an equivalent theological degree) or have completed 3 resident years of graduate level study in theology or related subjects that lead to ordination and ecclesiastical endorsement which qualify the applicant to perform professional functions as a chaplain. The applicant must complete professional educational work at a graduate school that is a member of the American Association of Theological Schools or listed in the Official Catholic Directory, or independent of a college or university but accredited by a regional accrediting agency or association listed in the Education Directory.

★(*d*) If the graduate school is not included in *a*(1)(*c*) above, the applicant may be accepted if all other educational requirements are met and if a statement is submitted by a school referred to in paragraph *a*(1)(*c*) above that the applicant's credits are transferrable to the school issuing the statement.

(*e*) As an exception to (*c*) above, a senior seminary student may apply 180 days prior to graduation and ordination, provided the request is for appointment with concurrent active duty. Such applicant must submit, in addition to transcript of undergraduate credits, a consolidated transcript of graduate credits completed at the time of application and a statement from the registrar of the hours that will be completed upon graduation. The Chief of Chaplains will verify successful completion of graduate studies prior to appointment.

(2) *Ecclesiastical indorsement.* Receive indorsement from an ecclesiastical indorsing agency recognized by the Armed Forces Chaplains Board. In granting ecclesiastical indorsement, ecclesiastical indorsing agents should use DD Form 2088 (Required Information to Accompany Ecclesiastical Endorsement/Approval). Copies of the form may be obtained from the Executive Director, Armed Forces Chaplains Board, OASD (M&RA), WASH DC 20301. This indorsement will certify that the applicant is—

(*a*) A fully ordained or qualified priest, rabbi, or minister of religion.

a. A consolidated transcript of all undergraduate and law school studies, prepared by the schools at which the work was completed. If the schools compute class standings, the transcript should show the applicant's class standing.

b. A certificate or statement from the clerk of the highest court of a State or a Federal court showing admission to practice and current standing before the bar.

c. Letters based on personal acquaintance from not less than three judges, lawyers, law school professors, or military officers. The letters will concern the applicant's reputation and professional standing.

d. Description of the applicant's full-time or part-time legal experience. Legal experience includes private practice; governmental, judicial teaching, and military legal experience; and legal clerkships.

e. Two copies of a recent photograph, head and shoulder type, 3″ × 5″ with the applicant's name on the reverse.

f. Applications under this section may include the results of an interview with a field grade JAGC officer in lieu of the board interview required by chapter 4.

Section VI. APPOINTMENT OF PROFESSIONAL AND TECHNICAL PERSONNEL

3–19. General. This section provides for the appointment of professional and technical specialists as commissioned officers in the USAR. The categories for appointment under this section are listed in *a* through *bc* below. Chapters 1 and 2 will apply except as indicated in this section.

a. Archivist.
b. Aeronautical engineering.
c. Automotive engineering.
d. Bacteriology.
e. Biochemistry.
f. Biological sciences.
g. Business administration.
h. Chemical engineering and chemistry.
i. Civil engineering.
j. Education specialists.
k. Electrical accounting machine specialists.
l. Electrical engineering, including radio, television, and wire communications.
m. Electronic data processing system specialists.
n. Entomology.
o. Fire prevention and firefighting.
p. Food technology (inspection, procurement, testing, research, and related subjects).
q. Geographers.
r. Geology, geophysics, and meteorology.
s. Geopolitical and area specialists.
t. Guided missile specialists.
u. Harbor craft specialists.
v. Health physicist.
w. Highway engineering and traffic.
x. Industrial specialists (engineering, management, and security).
y. Language and foreign liaison.
z. Law enforcement officials, administratory, and allied investigative specialists.
aa. Legal
ab. Marine engineering.
ac. Mathematicians, statisticians, and physicists.
ad. Mechanical engineering.
ae. Metallurgical engineering.
af. Military historians.
ag. Mining engineering.
ah. Naval architectural.
ai. Nuclear specialists (nuclear physicist, radiological chemist, nuclear chemistry, nuclear engineering, and nuclear effects engineering, biophysics, and bioradiology).
aj. Parasitology.
ak. Penology.
al. Petroleum and natural gas engineering.
am. Pharmacology and toxicology.
an. Photographic (still, motion picture, television, and related subjects).
ao. Plant pathology.
ap. Plant physiology.
aq. Postal.
ar. Printing and reproduction.
as. Psychology.
at. Psychological warfare (journalism, international relations, psychology, and related subjects).

au. Public information, including field press censorship.

av. Purchasing, storage, and distribution (logistics).

aw. Radar engineering.

ax. Railway service.

ay. Safety engineering.

az. Submarine diving.

ba. Traffic management.

bb. Zoology.

bc. Operations Research/Systems Analysis.

3–20. Branch. The branch of assignment for applicants will be determined by the authority tendering appointment, based upon the qualifications of the applicant and the needs of the service. Women applicants are authorized to serve in any branch or officer specialty except those listed below, and in any unit of the Reserve Components, except in Infantry, Armor, Cannon Field Artillery, Combat Engineer, and Low Altitude Air Defense Artillery units of battalion/squadron or smaller size. Women may not hold the following specialty codes, Specialty Skill Identifiers, or Additional Skill Identifier (ASI):

Specialty Code/Branch
11 Infantry
12 Armor

Specialty Skill Identifer
★13 E Cannon Field Artillery
14B SHORAD Officer
15B Combat Aviation Officer (Women may hold this specialty, but may not be assigned to pilot a helicopter in an attack or scout role.)
21A Combat
48E Unconventional Warfare Officer

Additional Skill Identifier (ASI)
1R Aerial Scout

3–21. Special requirements. ★*a*. In addition to the requirements of chapter 1, each applicant for direct appointment must possess the professional or technical ability required to perform the duties appropriate to the grade of appointment and branch of assignment.

b. For appointment to fill vacancies in the Reserve Troop Program, an applicant's service must be required and there must not be a qualified Reserve commissioned officer of the appropriate or lower grade available to fill the vacancy.

c. For appointment with concurrent active duty an applicant's services must be required to meet the needs of the Active Army.

★*d*. Applicants for appointment must have graduated *with at least a baccalaureate degree* from an accredited college or university recognized by the Department of Health, Education and Welfare, Office of Education, as listed in Education Directory, Higher Education, preferably with a major field of study closely related to the specialty serving as the basis for appointment and have completed at least 1 year of full-time employment after receiving a baccalaureate degree in a position directly related to the degree.

★*e*. Area commanders will ensure that individuals enroll in and pursue satisfactorily the appropriate military education course to qualify themselves for promotion and retention.

★*f*. The following letters of appraisal will be included with the application for appointment of all persons without military service:

(1) Letter of appraisal from a college official who has had direct contact with the applicant.

(2) Letters of appraisal from last two employers (full or part time), using DD Form 370 (Request for Report from Employer, School, or Personal Reference). If applicant has had no work experience, two letters of appraisal from school officials in addition to (1) above, will be submitted.

(3) Letters of appraisal from two residents of the applicant's home community.

3–22. Grade. Appointment is authorized in grade of second lieutenant.

Section VII. APPOINTMENT FOR ASSIGNMENT IN THE CIVIL AFFAIRS BRANCH

3–23. General. In addition to the requirements of chapters 1 and 2 an applicant for appointment with assignment to the Civil Affairs Branch must meet the special requirements prescribed in AR 140–108.

with their application for appointment. Such applicants will be considered for appointment in the Dual Component Program under AR 600–39 only after they have been considered for appointment with concurrent active duty as required by paragraph 1–2*b*(4).

(3) Former warrant officers currently in civilian status. Applicants applying under this section, if otherwise qualified, will not be subject to the requirements of paragraphs 1–2 and 1–4*a* if appointed within 1 year after date of last discharge as a warrant officer.

(4) Warrant officers in the active military service holding only temporary appointments, without component, may request appointment as a Reserve warrant officer at any time prior to release from active duty.

★(5) Officers and former officers who qualify for warrant officer MOS except as provided below:

a. Commissioned officers who have been removed or are approaching mandatory removal from an active status for completion of maximum age or service are ineligible.

b. Requests for exception to this paragraph will be considered on a case-by-case basis to retain applicants with significant exceptional qualifications deemed critical to the Army Reserve (see para 1–6*b*).

c. Exception may be approved when membership in the selected reserve is desirable due to concurrent service as a civil service unit technician with a requirement to mobilize with the unit in which serving in their civilian status.

(6) Qualified technical experts or specialists who are former members of any component of any US Armed Forces or civilian with no military status.

b. Applications for Army attaché career warrant officers will be limited to individuals who meet the requirements of AR 611–60 and have been assigned and performed duties in any Army attaché office for a period of at least 6 months in a military or civilian status.

c. Applicants for the intelligence career fields must meet the requirements specified in AR 140–192.

d. Applicants for bandmaster must meet additional technical requirements. Evaluations are made in the following areas to determine the qualifications of each applicant:

(1) Civilian and service music education and experience.

(2) Knowledge of sound band management, to include the operation of concert bands, dance bands and ensembles.

(3) Conducting capabilities to include baton techniques, musicality of presentation, rehearsal techniques, podium presence, military bearing, and sound leadership characteristics.

(4) Technical capabilities, to include sight-signing, sight-reading, melodic dictation, harmonic dictation, aural and written harmony, arranging and knowledge of instrumentation. In those cases where a definite evaluation cannot be made by a review of the application and allied papers, the CG, RCPAC, will direct that a technical examination be administered to the applicant by the bandmaster of the band at the CONUS Army headquarters or major oversea headquarters through which the applicant applied or at Headquarters, FORSCOM. All travel involved will be at the expense of the applicant.

(5) Personnel applying for Army Band officer will include the following items with their applications and allied papers:

(a) Chronological listing of all military and civilian positions held to include specific scope of responsibilities.

(b) Representative list of programs of solos played or recitals given on major instruments for public performance.

(c) Representative list or programs of band numbers conducted in public performance.

e. Appearance before examining board is waived for personnel on active duty applying for Warrant Officer 202A, Medical Equipment Repair Technician, and all personnel applying for Warrant Officer 011A, Military Physicians' Assistant.

Section XI. APPOINTMENT IN THE PHYSICIAN ASSISTANT (PA) PROGRAM

3–34. General. This section prescribes requirements, procedures and authority for appointment of civilian and military trained physician assistants as warrant officers in the PA program. AR 40–48 outlines the functions and utilization of physician assistants.

3–35. Military trained. *a.* Physician assistant warrant officer candidates may be appointed warrant officers in the Reserve of the Army and awarded MOS 003A upon successful completion of phase I military PA training program.

b. The Surgeon General is responsible for verification of eligibility of personnel appointed under this paragraph.

★*c.* Failure to successfully complete phase II military PA training will result in termination of the appointment effective the date of separation from phase II training and reversion of the affected individual to his or her grade at time of appointment.

d. Individuals who successfully complete phase II military PA training will be awarded MOS 011A.

e. The following categories of physician assistants will be advanced to the grade of W02 upon successful completion of phase II military PA training.

(1) Physician assistants remaining in an extended active duty status in the active component who elect a six year active duty obligation.

(2) Physician assistants not remaining in an extended active duty status upon graduation from the program who elect an eight year reserve component obligation.

(3) Individuals serving in grade E8, with 2 years time in grade, or in grade E9 at time of appointment.

f. The eligibility criteria and application procedures for military PA training are outlined in the current FY DA circular in the 351 series entitled, Military Physician Assistant (PA) Training Program Fiscal Year XX–XX.

3–36. Civilian trained. *a.* Individuals possessing the necessary civilian acquired skills who are selected for appointment under the program will be appointed warrant officers in the Reserve of the Army and awarded MOS 011A.

b. The Surgeon General is responsible for professional qualifications determination of personnel appointed under this paragraph.

c. Applicants selected for this program must—

(1) Be a graduate of a Type A, physician's assistant to the primary care physician, program accredited by the American Medical Association. Duration of the program from which graduated must not be less than 20 months. Waivers for programs of less than 20 months duration may be granted by The Surgeon General based on the professional merits of the applicant.

(2) Have successfully completed the National Board of Medical Examiners certifying examination for physicians' assistants, Type A.

(3) Be eligible for appointment as a warrant officer in accordance with chapters 1 and 2.

d. Applications will include evidence of successful completion of the National Board of Medical Examiners certifying examination for physician's assistants, Type A, and an official copy of transcript. Applications will be processed through command channels to following address, as appropriate applications from Individual Ready Reserve (IRR) members desiring active component status will be addressed through the Commander, RCPAC, ATTN: AGUZ-PAA, 9700 Page Boulevard, St. Louis, MO 63132, to Commander, USAMEDDPERSA, ATTN: SGPE-PD, 1900 Half Street, S.W., Washington, DC 20324. Applications from IRR members desiring Reserve Component unit affiliation will be sent through RCPAC to USAMEDDPERSA for evaluation and appropriate coordination with office of the Chief of the Army Reserves. Applications from NG members will be forwarded to National Guard Bureau Operation Activities Center, ATTN: NGB-ARO-ME Edgewood, MD 21010. Applications from personnel on active duty applying for Warrant Officer 011A will be for-

ARMY REGULATION
No. 135–100

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, *17 March 1972*

ARMY NATIONAL GUARD AND ARMY RESERVE

APPOINTMENT OF COMMISSIONED AND WARRANT OFFICERS OF THE ARMY

Effective 1 May 1972

This revision incorporates administrative changes and changes resulting from study of direct appointments conducted in consonance with the Hollingsworth Board recommendations. Local supplementation of this regulation is prohibited except upon approval of the Commanding General, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-PPC, 9700 Page Boulevard, St. Louis, MO 63132.

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*This regulation supersedes AR 135–100, 2 January 1968, including all changes.

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under sections VI, VII, or VIII, chapter 3, who currently hold an appointment as a commissioned officer in the USAR. Further, no person will be appointed whose separation from previous service was under circumstances that indicate there is an attempt to circumvent normal promotion procedures.

r. (1) Regular Army warrant officers whose appointment would cause them to hold dual warrant officer status. However, they may apply for direct appointment as a commissioned or warrant officer with concurrent active duty, provided a resignation from their Regular Army status is submitted.

★(2) Regular Army warrant officers may apply for direct appointment as USAR commissioned officers, without concurrent active duty, to participate in the Dual Component Personnel Management Program (AR 600–39). Appointment for this program requires discharge from Regular Army warrant officer status the day before the reporting date of entry on active duty as a commissioned officer. An RA warrant officer who was twice passed over for promotion or otherwise released from active duty or active status because of failure to be promoted to a higher commissioned officer grade is ineligible for appointment under this program.

1–6. Waiver. Request for waiver will be submitted with the application and must contain complete justification, including recommendations of intermediate commanders when applicable. Waiver of both education and experience will not be considered for appointment under section VI or X, chapter 3.

a. The following requests will be forwarded to the CDR, RCPAC, ATTN: AGUZ-PAA:

★(1) All requests for waiver of maximum age under section II, chapter 3. Waiver of minimum age will not be authorized. Exceptions to maximum age, education, experience, and military training will be considered when individuals possess unusual skills or technical qualifications fulfilling a specific need. Waiver of both education and experience will not be considered for appointment under section VI or X, chapter 3.

★(2) Waiver for appointment in the grades above second lieutenant of applicants without prior commissioned service.

(3) Waiver of conviction of the following offenses will be submitted with the application and evaluated with the National Agency Check:

(a) Felony under local, Federal, or military law.

(b) One which resulted in sentence to confinement in prison, stockade, or detention area, or in sentence to hard labor.

(c) One involving moral turpitude.

(4) Applications from individuals employed by a foreign government for final determination by the Secretary of the Army.

(5) Waiver of requirements set forth in paragraph 3–11*a*, and *c* for appointment in The Judge Advocate General's Corps.

(6) Waiver of the provisions of paragraph 1–5*c*(4) will be considered for those individuals who were discharged as a result of twice failing of selection for USAR promotion based on promotion service accrual while regularly enrolled as students in approved medical or dental schools or while undergoing civilian internship or residency training.

(7) Exceptions to paragraph 1–5*o* may be made when appointment is for concurrent active duty. Those members of the Standby Reserve requesting waiver under this subparagraph must also meet the requirements of paragraph 1–5*h*.

(8) Waiver of the provisions of paragraph 1–5*n* may be considered at HQDA on an individual basis when an applicant applying for appointment without concurrent active duty possesses outstanding qualifications.

(9) Waiver of warrant officer MOS not authorized by procurement directives for concurrent active duty will not be considered for appointment under section X, chapter 3.

b. Waiver of disqualifications other than those authorized in this paragraph will be granted only by the Secretary of the Army upon the recommendation of the CNGB or CAR through DSCPER, DA. Requests for waiver will be submitted through command channels, must fully justify the waiver as being in the best interest of the Army, and must clearly state, with sup-

porting documentation, that the experience or professional qualifications of the individual uniquely suit the position to which he or she is to be appointed.

c. Requests will be forwarded directly to HQDA (DACH-ZA) WASH DC 20310 for exceptions to maximum age limitations for initial appointment in the Chaplains Branch. Applicants ineligible under paragraph 1–5*n* must complete the statement in paragraph 2–1*p*.

d. Area commanders may grant a waiver for offenses under military or civil codes, except as specified in *a*(3) above, if the applicant's conduct and character at this time are above reproach and the potential value of the applicant's services is considered to be very high.

1–7. Grade on appointment. If otherwise qualified, applicants may be appointed in grades indicated.

a. Commissioned officers.

★(1) Applicants for direct appointment will not be appointed above the grade of second lieutenant, except those who qualify for appointment in the Chaplain's branch or the Judge Advocate General's Corps.

(2) Officers and former officers.

(a) Former Army officers in the highest grade satisfactorily held or in the last grade held if reduced from a higher grade.

(b) Reserve officers or former commissioned officers of the other Armed Forces of the United States, United States Public Health Service, including temporary officers thereof, and officers of the National Oceanic and Atmospheric Administration when applicable, in the Army grade comparable to the last grade satisfactorily held.

(c) Former second lieutenants who upon appointment would be eligible for promotion to first lieutenant may be appointed in the grade of first lieutenant.

(d) Reserve general officers (not on active duty) who are discharged because they cease to occupy a position commensurate with their grade or a higher grade may be appointed in the Reserve grade held prior to being appointed in a general officer grade.

(3) Appointment to fill troop program unit and mobilization designation vacancies will be in the appropriate branch and in the grades authorized in (1) and (2) above and (4) and (5) below. An applicant who is qualified for appointment to the grade of second lieutentnat may be appointed to fill only a vacancy in which the TOE or TDA authorized grade is lieutenant. An applicant qualified for appointment in a grade of first lieutenant or above may be appointed in a vacancy in which the TOE or TDA authorized grade is up to two grades above the grade of appointment. An officer occupying a position in which a higher grade is authorized will not be counted against the strength authorization in the TOE/TDA for his grade.

(4) For grades on appointment with assignement to the Judge Advocate General's Corps, Civil Affairs, as professional and technical specialists, or Chaplains, see appropriate sections in chapter 3 of this regulation. For grades on appointment in the Army Medical Department, see AR 135–101.

(5) Applicants may be appointed in grades up to and including colonel.

b. Warrant officers. Appointments will be as warrant officers, W–1, except with CONUSA approval—

(1) Chief warrant officers and former chief warrant officers may be appointed in the highest warrant officer grade satisfactorily held.

(2) Commissioned and former commissioned officers who have served a minimum of 2 years active service in a commissioned status may be appointed in the grade of chief warrant officer, W–2.

(3) Enlisted personnel serving in grades E8 or E9 may be appointed in the grade of chief warrant officer, W–2, provided they have served at least 2 years in an active status in either of those grades as of date of appointment.

(2) *Other applicants.*

(a) A consolidated transcript of undergraduate and graduate work.

(b) Ecclesiastical indorsement.

b. Individuals applying for the grade of second lieutenant will furnish the papers required by chapter 2 and the additional documents specified in paragraph 3–6*b*.

c. Ecclesiastical approval, conditional indorsements, or ecclesiastical indorsement will be forwarded directly to HQDA (DACH-PEP) WASH, DC 20310, by the applicant or the denominational indorsing agency. Area commanders are authorized to forward applications and allied papers to HQDA (DACH-PEP), without these documents when application is for appointment without concurrent active duty.

d. When a second lieutenant assigned to the Staff Specialist Branch, SSI 00A56 (Chaplain Candidate) fails to qualify for appointment as first lieutenant with assignment to Chaplains, action will be taken as prescribed in AR 135–175.

e. Applicant will furnish two copies of a recent photograph, head and shoulder type, 3″ × 5″, with his name printed on the reverse side.

f. Applicants for appointment as chaplains may be appointed prior to completion of a National Agency Check provided they sign a statement of understanding as shown in figure 3–2.

3–9. Verification of ecclesiastical and educational qualifications. *a.* The area commander will forward the application and allied papers of favorable considered applicants to HQDA (DACH-PEP) WASH, DC 20310.

b. HQDA (DACH-PEP) will secure verification of the ecclesiastical and educational qualifications of the applicant and return the application and allied papers to RCPAC (AGUZ-PAA-A) with a statement that the applicant does or does not meet ecclesiastical and educational requirements.

★Section IV Appointment in the Judge Advocate General's Corps

3–10. General This section prescribes the special requirements for appointment of personnel in the Judge Advocate General's Corps (JAGC). Only qualified applicants will be appointed in the JAGC. This section sets forth the minimum requirements.

3–11. Special eligibility requirements The general eligibility requirements of chapter 1 of this regulation are supplemented by the requirements of this section. Applicants must—

a. Meet the eligibility requirements of paragraphs 4*a*–4*f*, 4*h*, and 4*i*, AR 601–102, and

b. Have successfully completed the minimum military education requirements prescribed by AR 135–316 for JAGC officers for appointment in the grade for which the applicant is otherwise eligible under paragraph 3–12, below, except:

(1) If the applicant is otherwise qualified for appointment, The Judge Advocate General in his discretion may authorized the applicant's appointment in the JAGC, with the stipulation that—

(a) Company grade officers complete The Judge Advocate Officer Basic Course within 12 months of the date of appointment.

(b) Field grade officers complete The Judge Advocate Officer Advanced Correspondence Course within 30 months of the date of appointment.

(c) For a Reserve officer appointed under a conditional appointment, failure to satisfy the education requirements of *(a)* or *(b)*, above, will result in the termination of the appointment, unless an extension is granted. The Judge Advocate General may grant an extension to the time periods in *(a)* or *(b)*, above, upon a showing of good cause. If an extension is granted, it will be for a specific period designated by The Judge Advocate General, and will operate to continue the conditional appointment. Failure to complete the education requirement within the period of extension will result in termination of the appointment (see para 4–4*a*(18), AR 135–175).

(2) If the applicant is requesting appointment and concurrent voluntary active duty with

the JAGC under the provisions of AR 601–102, these military educational prerequisites are waived.

3–12. Appointment grade and date of rank *a. Grade.*

(1) Subject to the requirements of paragraph 3–11 above and chapter 1, a person receiving an original appointment as a Reserve officer of the Army with assignment to the JAGC will be appointed in the highest grade to which entitled under section 3359, title 10, United States Code, as follows:

Commissioned Service Credit	*Appointment Grade*
3 years or more, but less than 7 years	First Lieutenant
7 years or more, but less than 14 years	Captain
14 years or more, but less than 21 years	Major
21 years or more, but less than 23 years	Lieutenant Colonel
23 years or more	Colonel or Lieutenant Colonel as determined by HQDA

In determining the appointment grade of a prospective JAGC officer, the years of commissioned service credit shall be the sum of all credit awarded for constructive service credit and prior commissioned service under paragraphs (2), (3) and (4) below. A period of time shall be counted only once when computing credit. Qualifying periods of less than one full year shall be proportionately credited.

(2) Constructive service credit will be computed and awarded as follows:

Qualifications	*Credit*
Award of the first professional law degree (J.D. or LL.B) by a law school accredited by the American Bar Association (ABA) at the time the applicant received the degree.	3 years

Periods of time spent in an active status or on active duty may not be counted when computing constructive service credit.

(3) Credit for prior commissioned service will be computed as follows:

Qualifications	*Credit*
(a) Active duty commissioned service (other than as a commissioned warrant officer), to include periods of annual training or other active duty for training performed while a member of any component of the military services.	1 year for each year of service
(b) Commissioned service (other than as a commissioned warrant officer) in an active status while serving in any component of the military services, but not on extended active duty.	1 year for each year of service

(4) An officer who completes an educational program that would qualify for constructive service credit under (2)(*a*) above, while in an active commissioned status, in less than 3 years may be credited with constructive service credit in the amount by which 3 years exceeds the time spent in the qualifying educational program in an active status.

b. Date of rank.

(1) The date of rank of an officer commissioned in the Reserve of the Army and assigned to the JAGC will be the date of appointment, backdated by the period of commissioned service credit awarded under *a* above, which is in excess of that amount used to establish the officer's appointment grade.

(2) The date of rank of a JAGC Reserve officer, who is ordered to active duty and placed on the active duty list, may be adjusted under the provisions of chapter 6, AR 600–20.

3–13. Applications Applications for appointment as a JAGC Reserve officer with concurrent order to voluntary active duty with the JAGC under the provisions of AR 601–102 must comply with the requirements of that regulation. All other applicants must comply with the general requirements of chapter 2 of this regulation, and, in addition, must submit the following documents:

a. A consolidated transcript of all undergraduate and law school studies, prepared by the schools at which the work was completed. If the schools compute class standings, the tran-

script should show the applicant's class standing.

b. A certificate or statement from the clerk of the highest court of a State or a Federal court showing admission to practice and current standing before the bar.

c. Letters based on personal acquaintance from not less than three judges, lawyers, law school professors, or military officers. The letters will concern the applicant's reputation and professional standing.

d. Description of the applicant's full-time or part-time legal experience. Legal experience includes private practice; governmental, judicial teaching, and military legal experience; and legal clerkships.

e. Two copies of a recent photograph, head and shoulder type, 3″ × 5″ with the applicant's name on the reverse.

f. Applications under this section may include the results of an interview with a field grade JAGC officer in lieu of the board interview required by chapter 4.

Section VI APPOINTMENT OF PROFESSIONAL AND TECHNICAL PERSONNEL

3–19. General. This section provides for the appointment of professional and technical specialists as commissioned officers in the USAR. The categories for appointment under this section are listed in *a* through *bc* below. Chapters 1 and 2 will apply except as indicated in this section.

a. *Archivist.*

b. *Aeronautical engineering.*

c. *Automotive engineering.*

d. *Bacteriology.*

e. *Biochemistry.*

f. *Biological sciences.*

g. *Business administration.*

h. *Chemical engineering and chemistry.*

i. *Civil engineering.*

j. *Education specialists.*

k. *Electrical accounting machine specialists.*

l. *Electrical engineering, including radio, television, and wire communications.*

m. Electronic data processing system specialists.

n. Entomology.

o. Fire prevention and firefighting.

p. Food technology (inspection, procurement, testing, research, and related subjects).

q. Geographers.

r. Geology, geophysics, and meteorology.

s. Geopolitical and area specialists.

t. Guided missile specialists.

u. Harbor craft specialists.

v. Health physicist.

w. Highway engineering and traffic.

x. Industrial specialists (engineering, management, and security).

y. Language and foreign liaison.

z. Law enforcement officials, administratory, and allied investigative specialists.

aa. Legal.

ab. Marine engineering.

ac. Mathematicians, statisticians, and physicists.

ad. Mechanical engineering.

ae. Metallurgical engineering.

af. Military historians.

ag. Mining engineering.

ah. Naval architectural.

ai. Nuclear specialists (nuclear physicist, radiological chemist, nuclear chemistry, nuclear engineering, and nuclear effects engineering, biophysics, and bioradiology).

aj. Parasitology.

ak. Penology.

al. Petroleum and natural gas engineering.

am. Pharmacology and toxicology.

an. Photographic (still, motion picture, television, and related subjects).

ao. Plant pathology.

ap. Plant physiology.

aq. Postal.

ar. Printing and reproduction.

as. Psychology.

at. Psychological warfare (journalism, international relations, psychology, and related subjects).

au. Public information, including field press censorship.

av. Purchasing, storage, and distribution (logistics).

aw. Radar engineering.

ax. Railway service.

ay. Safety engineering.

az. Submarine diving.

ba. Traffic management.

bb. Zoology.

bc. Operations Research/Systems Analysis.

★**3-20. Branch.** The branch of assignment for applicants will be determined by the authority tendering appointment, based upon the qualifications of the applicant and the needs of the service. Women applicants are authorized to serve in any branch or officer specialty except those listed below, and in any unit of the Reserve Components, except in Infantry, Armor, Cannon Field Artillery, Combat Engineer, and Low Altitude Air Defense Artillery units of battalion/squadron or smaller size. Women may not hold the following specialty codes, Specialty Skill Identifiers, or Additional Skill Identifier (ASI):

Specialty Code/Branch
11 Infantry
12 Armor

Specialty Skill Identifier
3E Cannon Field Artillery
14B SHORAD Officer
15B Combat Aviation Officer (Women may hold this specialty, but may not be assigned

to pilot a helicopter in an attack or scout role.)
21A Combat
48E Unconventional Warfare Officer

Additional Skill Identifer (ASI)
1R Aerial Scout

3-21. Special requirements. *a.* In addition to the requirements of chapter 1, each applicant must possess the professional or technical ability required to perform the duties appropriate to the grade of appointment and branch of assignment.

b. For appointment to fill vacancies in the Reserve Troop Program, an applicant's service must be required and there must not be a qualified Reserve commissioned officer of the appropriate or lower grade available to fill the vacancy.

c. For appointment with concurrent active duty an applicant's services must be required to meet the needs of the Active Army.

d. Except as provided in *e* below, applicants must have graduated *with at least a baccalaureate degree* from an accredited college or university recognized by the Department of Health, Education and Welfare, Office of Education, as listed in Education Directory, Higher Education, preferably with a major field of study closely related to the specialty serving as the basis for appointment and have at least the minimum number of years of full-time employment after receiving a baccalaureate degree in a position directly related to the degree as indicated below:

Grade	*Years experience*
Second lieutenant	1
First lieutenant	3
Captain	6
Major	12

e. Each year of graduate education in the field for which the applicant is being considered may be counted as a year of qualifying experience. Experience in an allied field of specialization acceptable to Headquarters, Department of the Army may be considered in computing minimum qualifying experience.

(1) For service in the Military Railway Service and for duty as postal specialists, 4 years of qualifying experience may be substituted in lieu of graduation from a recognized college.

(2) For service in harbor craft units, the following may be substituted in lieu of graduation from a recognized college.

(a) Possession of license required for a civilian ship officer in the American Merchant Marine and issued in accordance with the general rules and regulations of the Board of Supervisory Inspectors of the Merchant Marine Inspection Service, the United States Coast Guard, or the Bureau of Marine Inspection and Navigation.

(b) A diploma or record of graduation from the Merchant Marine Academy.

(c) A United States Power Squadron Certificate as a navigator.

(3) For assignment of a postal specialist, the following is required.

(a) Experience in an administrative, executive or supervisory capacity in the United States Post Office Department, or—

(b). Experience in the Military Postal Service as a warrant officer or noncommissioned officer in grade E5 or higher. A minimum of 1 year of such experience is required for the grade of second lieutenant; 3 years for the grade of first lieutenant, and 5 years for the grade of captain.

f. Military education.

(1) Applicants who are appointed under this section *may* be granted equivalent credit by Headquarters, Department of the Army, for military education *as shown below. Figure 2-3, letter of appointment will be modified to include this information when applicable.*

Grade to which appointed	
Second lieutenant	None.
First lieutenant	None.
Captain	Office Branch Basic Course.
Major	Fifty percent of the total credit hours of the Officer Branch Career Course.
Lieutenant colonel	Officer Branch Career Course.
Colonel	Officer Branch Career Course

CHAPTER 4
EXAMINING BOARDS

4–1. Appointment. *a.* Area commanders will appoint boards of officers to examine applicants for appointment when required. Boards will consist of an uneven number of members of not less than three. All members should be of field grade if available. Officers in grade of captain may be used with a sufficient number of field grade officers are not available. In any event, members of the board must be serving in a grade equal to or higher than that under consideration. At least one member of the board must be of the branch for which the applicant is applying. Two members will be from the Active Army and, where possible, from the Regular Army. The member designated as president will be from the Active Army and will be the senior member. If members of the Active Army are not available, a Reserve who is on an Active Guard/Reserve (AGR) tour may be utilized. A commissioned officer Army aviator will be included as a member of the board when considering applicants for appointment with assignment on an aviation commissioned officer SSI or warrant officer MOS. A rated aviation warrant officer may be used in lieu thereof if a commissioned officer is not available. Waiver of this requirement may be granted when a rated Army aviator is not accessible. A warrant officer of the specialty for which applicant is applying will be appointed to serve as a technical adviser (with vote) to examining board members when interviewing a warrant officer applicant. A commissioned officer with a SSI related to that of the specialty for which the applicant is applying may be appointed to serve as a technical adviser (with vote) when it is determined that an appropriate warrant officer is not available within a reasonable commuting distance and the substitute officer has the means and is willing to travel the distance involved. Authority to appoint boards may be delegated as follows:

(1) Installation commanders for applicants being considered for appointment in grades of major and below.

(2) Commanders of General Officer Commands and US Army Reserve Commands for applicant being considered for appointment in grade of lieutenant colonel if applicant held a previous appointment as a commissioned officer in the Armed Forces.

(3) **Rescinded.**

(4) The Defense Attaché will examine applicants for appointment with concurrent active duty as Attaché Technical Assistants, MOS 96ÍA. Personnel serving at isolated stations with less than three commissioned officers assigned will be examined by the Defense Attaché and the Attaché Technical Assistant using DA Form 6225. These applications will be further examined by a board of MI officers appointed by the Chief, Military Intelligence Branch, HQDA(DAPC-OPF-M).

(5) Installations commanded by a general officer will normally appoint boards to consider applications from personnel on active duty with the Army who are applying for concurrent active duty. When the installation is not commanded by a general officer, the application will be forwarded to the next higher headquarters in the normal chain of command. Installation commanders having general court-martial convening authority may appoint boards when it is determined an applicant is not within a reasonable commuting distance of the examining board.

(6) The US Army Military District of Washington will appoint boards for those applications as prescribed in paragraph 2–2*b*(8).

b. Boards will be convened as close as practicable to the location of the individual concerned.

c. Boards will be appointed and proceedings conducted in accordance with AR 15–6 and this regulation.

4–2. Notification to applicants. *a.* Upon receipt of the examining board of applications and allied papers required by the regulations under

which individuals are applying for appointment, the president of the board will notify the applicants of the time and place of appearance before the board. Travel and other expenses incurred by applicants not on active duty will not be chargeable to the Government.

b. Applicants will be so scheduled that, so far as practicable, no one need spend more than 1 day at the examining place.

c. When possible, applicants for the same branch will be scheduled in sequence so that the board member of that branch may sit without interruption.

d. When necessary, the applicant will be advised in advance of any additional information desired by the board or required by regulations to correct or complete an application.

★**4–3. Retest policy.** When a retest is required (para 1–4*c*), the entire test battery will be administered and retest scores become the official scores of record. The test examiner will provide for a written statement showing the date and place test was administered, title and form of test, and score attained. Only those applicants attaining the required score will be authorized to continue with the examination.

★**4–4. Officer selection inventory** Except as provided in paragraph 4–6*b*, the board will administer the Officer Selection Inventory (OSI–1 or 2), (DA Form 6279 or 6281). Test components are listed in DA Pam 611–279. The Board will not score test (para 2–3*c*(5)(*a*)).

4–5. Interviewing. Except as provided in paragraph 4–6*b*, the board will interview each applicant prior to having access to applications or allied papers using the Officer Leadership Board Interview, OLB–1 (DA Form 6227). Instructions for conducting and recording results of the interview are contained in DA Pam 611–227.

4–6. Appraisal of experience. *a. Applicants without prior commissioned officer service.* After interview, a rest period will be given the applicant while the board considers the application and allied papers. The board will then question the applicant on personal history, training, and experience to supplement the facts shown in the application and allied papers. This questioning will be led by the board member of the branch concerned. Technical competence will be inferred from the applicant's history and the impression made on the board during the interview. Each member of the board will make an individual, independent appraisal of the applicant on one of the forms listed in (1) and (2) below (original only). The word "civilian" will be substituted for "military" on the form listed in (1) below when the applicant is applying from civilian life and has not had military experience. When the applicant is considered better qualified for a branch other than the one applied for, the board may recommend such assignment.

(1) For commission applicants, except for Chaplains and Judge Advocate General branches, use Interview Appraisal Sheet M (DA Form 6224).

(2) For warrant officers, Chaplains, and Judge Advocate General branch applicants, use Interview Appraisal Sheet S (DA Form 6225). (This form will be modified to indicate warrant officer application when appropriate.)

b. Applicants with prior commissioned or warrant officer service. In recognition of commissioned or former commissioned status and/or Regular Army and Reserve of the Army warrant officer status, board action will be waived.

4–7. Disclosure of board action. Rescinded.

4–8. Disposition of records. *a.* The board will forward the following papers through channels to the area commander concerned for action:

(1) Report of proceedings of the board of officers.

(2) Copy of the Disposition Form (DA Form 2496) or military letter appointing the board.

(3) Application and allied papers for each applicant.

(4) Test score statement, when required by paragraph 4–3.

★(5) DA Form 6279–2 (Officer Selection Inventory (Answer Sheet)).

1 February 1982 | C 12, AR 135–100
*AR 135–100

ARMY REGULATION
No. 135–100

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, *17 March 1972*

ARMY NATIONAL GUARD AND ARMY RESERVE

APPOINTMENT OF COMMISSIONED AND WARRANT OFFICERS OF THE ARMY

Effective 1 May 1972

This revision incorporates administrative changes and changes resulting from study of direct appointments conducted in consonance with the Hollingsworth Board recommendations. Local supplementation of this regulation is prohibited except upon approval of the Commanding General, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-RCPD-PR, 9700 Page Boulevard, St. Louis, MO 63132.

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***This regulation supersedes AR 135–100, 2 January 1968, including all changes.**

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CHAPTER 1
GENERAL

1-1. Purpose. This regulation establishes responsibility and provides procedures for the appointment of male and female commissioned and warrant officers in the Reserve Components of the Army. Exceptions to this regulation will be made only by HQDA on an individual basis. This regulation does not govern appointments of Reserve general officer grades (AR 135-156); Army Medical Department commissioned officers (AR 135-101); graduates of senior ROTC units (AR 145-1); or graduates of officer candidate schools (AR 351-5, AR 140-50). Throughout this regulation the words "he/his" are intended to include both the masculine and feminine genders and any exceptions thereto will be so noted.

1-2. Appointment limitations. Appointment of qualified applicants are limited to—

a. Commissioned officers to fill—

(1) Mobilization designee table of distribution vacancies as determined by RCPAC upon review of application.

(2) Ready Reserve troop program unit vacancies. Applications for direct appointment will be processed for position vacancies only when there is no qualified officer available. (See para 2-3*a*(3) for statement required in this instance.) This requirement is not applicable to enlisted personnel applying for OCS.

(3) The grade of captain or below to meet the need for Ready Reserve reinforcements for assignment to the Individual Ready Reserve. Appointments will be tendered only to exceptionally well qualified individuals who cannot otherwise obtain a commission because of lack of position vacancy in USAR units, mobilization designation table of distribution vacancies, or inability to join a unit due to geographical location. Chaplains may be appointed to the Individual Ready Reserve (IRR) without regard to unit vacancies or geography.

(4) Active duty requirements when qualified Reserve officers are not available.

b. Warrant officers to fill—

(1) Mobilization designee table of distribution vacancies as determined by RCPAC upon review of application.

(2) Ready Reserve troop program unit vacancies based on MOS requirement regardless of the number of warrant officers assigned, provided warrant officers assigned as overstrength who are not qualified in the MOS required for the position vacancy are first given the opportunity to become qualified in the MOS and to accept assignment to the position. (See para 2-3*a*(3) for statement required in this instance.)

(3) Ready Reserve reinforcements for assignment to the Control Group (Reinforcement). Appointments will be tendered only to exceptionally well qualified individuals who cannot otherwise obtain a commission because of lack of position vacancy in USAR units, mobilization designation table of distribution vacancies, or inability to join a unit due to geographical location.

(4) Active duty requirements under specific allocations announced by HQDA, when qualified Reserve warrant officers are not available.

c. The restrictions in *a* above do not apply to—

(1) Warrant officers and enlisted personnel in the Active Army.

(2) Reserve officers in a grade above colonel who cease to occupy a position commensurate with their grade.

(3) Regular Army officers selected for involuntary discharge as a result of reduction in force, applying for appointment without concurrent active duty, effective upon the date after discharge.

(4) Regular Army officers applying for appointment in the Army Reserve concurrent with their unqualified resignation, and National Oceanic and Atmospheric Administration officers eligible for appointment as an exception to the provisions of paragraph 1-5*e*.

1-3. Appointing authority. The authority to tender appointments in accordance with paragraph 2-2 is delegated as follows (see AR 135-101 for Army Medical Department branches):

a. Headquarters, Department of the Army. The Adjutant General (CG, RCPAC) for the appointment of ARNGUS and USAR commissioned and warrant officers, except general officers, with or without concurrent active duty.

b. Area commanders. For the appointment of USAR commissioned and warrant officers residing within the geographical areas of their commands. This authority may not be further delegated except to Commanding Generals of US Army Western Command, Hawaii; US Army Base Command, Okinawa, US Army, Japan; and Eighth US Army, Korea; when appointment with concurrent active duty has been approved at HQDA. Appointments will not be effected in the following cases without prior approval of HQDA:

(1) When concurrent active duty is requested.

(2) In grade of lieutenant colonel or higher if applicant has not had prior service in the grade in which appointment is to be tendered.

(3) When the applicant has been previously separated from the service with severance pay.

(4) For assignment in the following branches:

(a) Chaplain.

(b) Judge Advocate General's Corps.

(c) Staff Specialist.

★(5) Any application submitted under section VI, chapter 3.

(6) When warrant officer assignment is for—

(a) Army Bandmaster.

(b) Military Police Corps. See AR 195-3.

c. Excepted appointments. As an exception to *a* and *b* above, the Commandant, US Army Aviation School will tender appointments in the USAR to enlisted graduates of the Warrant Officer Candidate Rotary Wing Aviator Course (AR 601-210 and AR 611-85).

1-4. Eligibility criteria. Individuals possessing the qualifications in *a* through *i* below may apply for appointment, except those individuals enrolled in or formally approved for officer candidate school or prewarrant officer programs.

a. Age. Minimum and maximum age limitations are shown in table 1-1. The applicant must not have reached the birthday of the maximum age indicated prior to appointment.

b. Citizenship.

(1) Except for medical, dental, and allied category specialists liable for induction, and as indicated in (2) below, an applicant must be a US citizen or have lawfully entered the United States for permanent residence under applicable provisions of the Immigration and Naturalization Act as amended, unless he is currently serving, or has served previously in the Armed Forces of the United States. Foreign nationals living in the United States or its possessions who have not applied for permanent residence (nondeclarant alien) may submit application for initial appointment with the provision that if acceptable, application for permanent residence will be made.

(2) Applicants for Military Intelligence and Civil Affairs branches must be citizens of the United States.

(3) Under no circumstances will appointment be made from the following categories:

(a) Applicants who have been convicted of wartime desertion or evasion of military service, as specified in the Immigration and Naturalization Act.

(b) Any individual barred from citizenship because of having applied for and having been relieved or discharged from service in the Armed Forces by reason of alienage.

c. Mental.

(1) Male applicants for appointment as a commissioned officer must achieve a score of 110 or higher on Aptitude Area GT of the Army Classification Battery or the Army Qualification Battery; a score of 115 or higher on the Officer Candidate Test; and a minimum composite Officer Candidate Test/Officer Qualification Inventory (OCT OQI) score of 200. An applicant for

appointment as a warrant officer must have a recorded standard score of 110 or higher on the Army Aptitude Area GT. If the required score(s) is not recorded, the applicant must be tested to determine his mental qualification. Female applicants for direct appointment as a commissioned officer must achieve a score of 110 or higher on Aptitude Area GT of the Armed Services Vocational Aptitude Battery (ASVAB) or ACB-73.

(2) Provisions of (1) above are not applicable for appointment—

(a) In the Army Medical Department, Chaplain's Branch, or Judge Advocate General's Corps.

(b) Of a former commissioned officer applying for reappointment as a commissioned officer or appointment as a warrant officer.

(c) Of a former warrant officer applying for reappointment as a warrant officer.

(3) Applicants from one of the other Armed Forces will be required to submit evidence of attainment of a qualifying score on OCT and Aptitude Area GT, or the equivalent as measured by a counterpart of Aptitude Area GT, as shown

in table 1-2, unless excepted therefrom under (2) above. If available, records of scores will be forwarded by the custodian of the applicant's personnel records to the commander of the Army installation processing the application. If required test scores are not available, arrangements will be made to administer the verbal and arithmetic tests of the Army Classification Battery at the Army installation processing the application. Aptitude Area GT scores will be computed in accordance with the instructions contained in DA Pam 611-70. The test control officer will submit the test results to the commander processing the application.

d. Education. Each applicant must—

(1) Have demonstrated understanding and proficiency in the English language. Applicants whose mother tongue is other than English will be carefully examined by the board to ensure that their command of the English language is sufficient to enable them to perform as officers.

(2) For appointment as a commissioned officer, be a graduate of high school or school of comparable level, or pass the General Education Development Test (high school level or higher) and meet any additional requirements for specific branches.

(3) For appointment as a warrant officer, have sufficient education, technical training, and practical experience to ensure satisfactory performance of duties of the classification for which application is made.

e. Character. Each applicant must be of good moral character.

f. Leadership. Applicants must possess qualifications as potential leaders and have the ability to deal effectively with people. Such qualifications may be evaluated in terms of the applicant's background and experience.

g. Medical.

(1) Medical requirements are prescribed in AR 140-120 and in chapter 2 and paragraph 7-15, AR 40-501.

(*a*) *For flight training.* A Type B medical examination as prescribed in chapter 10 and appendix IX, AR 40-501, to meet class 1A flying duty medical fitness standards in chapter 4, AR 40-501.

(*b*) *For continuance of aviation duty.* A Type B medical examination as prescribed in chapter 10 and appendix IX, AR 40-501, to meet class II flying duty medical standards prescribed in chapter 4, AR 40-501.

(*c*) *For all other personnel.* A Type A medical examination as prescribed in chapter 10 and appendix IX, AR 40-501, to meet medical fitness standards prescribed in chapter 2, AR 40-501.

(2) The area commander will process medical examinations and waivers as follows:

(*a*) Forward class 1A flying duty medical examinations to HQDA(DASG-HES) WASH DC 20314, for review. Waivers will not be granted.

(*b*) Designate flight surgeons or aviation medical officers to review all class II and class III flying duty medical examinations. Individual cases of questionable or controversial nature may be forwarded directly to HQDA(DASG-HES) WASH DC 20314, for review.

(*c*) Take action on all other reports of medical examinations.

h. Security requirements.

(1) Army area commanders or commanders initially receiving the application, as appropriate, will ensure that the following files are screened, with favorable results before tendering appointment.

(*a*) Military Personnel Records Jacket, US Army (DA Form 201). If available, screen the equivalent file for other Armed Forces applicants.

(*b*) Files of the US Army Investigative Reports Repository (USAIRR), Fort Meade, MD, will be screened on all nonprior service applicants for appointment with concurrent active duty and all prior service applicants for concurrent active duty when there has been a break in service greater than 1 year dating from the individual's last period of service or there is no record of a security clearance in the individual's personnel file. Applicants for appointment without concurrent active duty will be screened as indicated in (2) below.

(2) USAIRR files will not be screened if evidence indicates a previous favorable National Agency Check (NAC) provided—

(*a*) There has not been a break in service greater than 1 year dating from the individual's last period of service, and

(*b*) Screening of the DA Form 201 is favorable.

(3) When suitability information is contained in the USAIRR files the area commander will establish boards to—

(*a*) Evaluate such information.

(*b*) Determine whether information should be submitted to the CG, RCPAC, as a possible bar to appointment.

★(4) When a USAIRR file check reveals no record of a NAC having been completed, a NAC will be required unless a final security clearance has been granted, service has been continuous for the past 5 years, and screening of the DA Form 201 is favorable.

(5) A cryptographic clearance is required for each applicant for assignment to Army Securities Specialties. Applicants for appointment with assignment to Military Intelligence Branch will be informed that a special background investigation and final clearance may take up to 12 months. Special background investigation will be initiated by the originating unit commander in accordance with paragraph 1-7*d*, AR 140-192 for USAR applicants. NGR 604-10 applies to ARNG applicants for appointment. All applicants for Military Intelligence except those for MOS 963A, PW Interrogator, must be declared eligible for access to Special Intelligence.

(6) A background investigation is required for all alien personnel prior to their appointment as officers in the USAR.

(7) USAIRR files will always be screened on applicants from one of the other Armed Forces.

(8) Waivers of above requirements will not be granted, except as outlined in paragraph 3-8*f*.

i. Examining boards. Applicant must appear before an examining board as prescribed in chapter 4, except those individuals applying under paragraph 1-5*c*(4)(*b*) and 1-5*c*(5) and 1-5*e*(2), and as otherwise provided for in this regulation or in regulations governing specific appointments.

1-5. Ineligibles. The following persons are not eligible for appointment unless waiver is authorized under the provisions of paragraph 1-6:

a. Conscientious objectors, except those classified by Selective Service 1-A-0 who volunteer for noncombat service with concurrent active duty. See paragraph 2-1*j* for statement required for such applicants.

b. Persons who have been adjudged youthful offenders or have a record of convictions by any

under sections VI, VII, or VIII, chapter 3, who currently hold an appointment as a commissioned officer in the USAR. Further, no person will be appointed whose separation from previous service was under circumstances that indicate there is an attempt to circumvent normal promotion procedures.

r. (1) Regular Army warrant officers whose appointment would cause them to hold dual warrant officer status However, they may apply for direct appointment as a commissioned or warrant officer with concurrent active duty, provided a resignation from their Regular Army status is submitted.

(2) Regular Army warrant officers may apply for direct appointment as USAR commissioned officers, without concurrent active duty, to participate in the Dual Component Personnel Management Program (AR 600-39). Appointment for this program does not require the resignation from Regular Army warrant officer status. An RA warrant officer who was twice passed over for promotion or otherwise released from active duty or active status because of failure to be promoted to a higher commissioned officer grade is ineligible for appointment under this program.

1-6. Waiver. Request for waiver will be submitted with the application and must contain complete justification, including recomendations of intermediate commanders when applicable. Waiver of both education and experience will not be considered for appointment under section VI or X, chapter 3.

a. The following requests will be forwarded to the CDR, RCPAC, ATTN: AGUZ-PAA:

(1) All requests for waiver of maximum age and grade for field grade appointments under section II, chapter 3. Waiver of minimum age will not be authorized. Exceptions to maximum age, education, experience, and military training will be considered when individuals possess unusual skills or technical qualifications fulfilling a specific need. Waiver of both education and experience will not be considered for appointment under section VI or X, chapter 3.

(2) Waiver for appointment in the grades of lieutenant colonel and colonel of applicants without prior commissioned service.

(3) Waiver of conviction of the following offenses will be submitted with the application and evaluated with the National Agency Check:

(a) Felony under local, Federal, or military law.

(b) One which resulted in sentence to confinement in prison, stockade, or detention area, or in sentence to hard labor.

(c) One involving moral turpitude.

(4) Applications from individuals employed by a foreign government for final determination by the Secretary of the Army.

(5) Waiver of requirements set forth in paragraph 3-11*a*, and *c* for appointment in The Judge Advocate General's Corps.

(6) Waiver of the provisions of paragraph 1-5*c*(4) will be considered for those individuals who were discharged as a result of twice failing of selection for USAR promotion based on promotion service accrual while regularly enrolled as students in approved medical or dental schools or while undergoing civilian internship or residency training.

(7) Exceptions to paragraph 1-5*o* may be made when appointment is for concurrent active duty. Those members of the Standby Reserve requesting waiver under this subparagraph must also meet the requirements of paragraph 1-5*h*.

(8) Waiver of the provisions of paragraph 1-5*n* may be considered at HQDA on an individual basis when an applicant applying for appointment without concurrent active duty posesses outstanding qualifications.

(9) Waiver of warrant officer MOS not authorized by procurement directives for concurrent active duty will not be considered for appointment under section X, chapter 3.

b. Waiver of disqualifications other than those authorized in this paragraph will be granted only by the Secretary of the Army upon the recommendation of the CNGB or CAR through DCSPER, DA. Requests for waiver will be submitted through command channels, must fully justify the waiver as being in the best interest of the Army, and must clearly state, with sup-

porting documentation, that the experience or professional qualifications of the individual uniquely suit the position to which he or she is to be appointed.

c. Requests will be forwarded directly to HQDA (DACH–ZA) WASH DC 20310 for exceptions to maximum age limitations for initial appointment in the Chaplains Branch. Applicants ineligible under paragraph 1–5*n* must complete the statement in paragraph 2–1*p*.

d. Area commanders may grant a waiver for offenses under military or civil codes, except as specified in *a*(3) above, if the applicant's conduct and character at this time are above reproach and the potential value of the applicant's services is considered to be very high.

1–7. Grade on appointment. If otherwise qualified, applicants may be appointed in grades indicated.

a. Commissioned officers.

(1) Warrant officers and enlisted personnel will not normally be appointed under section II, chapter 3, above the grade of second lieutenant. Exceptions may be made by the CONUSA to a higher company grade and by HQDA (RCPAC) for a field grade where outstanding leadership performance in combat or exceptional qualifications make the action in the best interest of the Army.

(2) Officers and former officers.

(a) Former Army officers in the highest grade satisfactorily held or in the last grade held if reduced from a higher grade.

(b) Reserve officers or former commissioned officers of the other Armed Forces of the United States, United States Public Health Service, including temporary officers thereof, and officers of the National Oceanic and Atmospheric Administration when applicable, in the Army grade comparable to the last grade satisfactorily held.

(c) Former second lieutenants who upon appointment would be eligible for promotion to first lieutenant may be appointed in the grade of first lieutenant.

(d) Reserve general officers (not on active duty) who are discharged because they cease to occupy a position commensurate with their grade or a higher grade may be appointed in the Reserve grade held prior to being appointed in a general officer grade.

(3) Appointment to fill troop program unit and mobilization designation vacancies will be in the appropriate branch and in the grades authorized in (1) and (2) above and (4) and (5) below. An applicant who is qualified for appointment to the grade of second lieutenant may be appointed to fill only a vacancy in which the TOE or TDA authorized grade is lieutenant. An applicant qualified for appointment in a grade of first lieutenant or above may be appointed in a vacancy in which the TOE or TDA authorized grade is up to two grades above the grade of appointment. An officer occupying a position in which a higher grade is authorized will not be counted against the strength authorization in the TOE/TDA for his grade.

★(4) For grades on appointment with assignment to the Judge Advocate General's Corps, Civil Affairs, as professional and technical specialists, or Chaplains, see appropriate sections in chapter 3 of this regulation. For grades on appointment in the Army Medical Department, see AR 135–101.

(5) Applicants may be appointed in grades up to and including colonel.

b. Warrant officers. Appointments will be as warrant officers, W–1, except with CONUSA approval—

(1) Chief warrant officers and former chief warrant officers may be appointed in the highest warrant officer grade satisfactorily held.

(2) Commissioned and former commissioned officers who have served a minimum of 2 years active service in a commissioned status may be appointed in the grade of chief warrant officer, W–2.

(3) Enlisted personnel serving in grades E8 or E9 may be appointed in the grade of chief warrant officer, W–2, provided they have served at least 2 years in an active status in either of those grades as of date of appointment.

Table 1-1. Minimum and Maximum Age Limitations

Grade	*Minimum age*	*Maximum age less than*
★ Second lieutenants, except chaplain candidates	18	28
★ Second lieutenants—chaplain candidates	18	34
★ First lieutenants—chaplains	18	40
First lieutenant	21	33
Captain	.....	39
Major	.....	48
Lieutenant colonel	.....	51
Colonel	.....	55
Warrant officer	18	46

Maximum age limitations may be increased for former officers and warrant officers by an amount not more than the length of previous service in grade in which appointment is authorized. (Previous service includes active duty or active Reserve service in any component of the Armed Forces.) An increase in age is not authorized if an applicant will have less than 2 years to serve before being removed from an active status under provisions of AR 140-10, or if applying for appointment and concurrent active duty before being removed from active duty with the Active Army under the provisions of AR 635-100.

Table 1-2. Qualifying Score Equivalents

Armed Force	*Minimum qualifying score*	*Score system*	*Aptitude composite or area*	*Test batteries*
Navy	110	Navy standard	General technical aptitude composite (GCT+ ARI)	BTB.
Air Force	65	Percentile	General aptitude area	ACB, ACT, AQE.
Marine Corps	110	Army standard	General technical aptitude area.	ACB.

listing of all civilian employment and degree of responsibility at each position.

r. During a time of induction a statement by applicants who are enlisted members of the Reserve Components of the Armed Forces and who have completed 6 months active duty or an initial tour of ADT acknowledging that if their induction is caused by failure to participate satisfactorily in required training, they will be ineligible for active duty as an officer or warrant officer and their commission or warrant will be terminated.

★*s*. In lieu of formal application the following may request appointment in letter form. For the purpose of (4) below, USAR officers are not authorized to branch transfer between a basic branch and a special branch, between special branches, or from a special branch to a basic branch (para 6–1.1., AR 140–10).

(1) Regular Army officers applying for USAR appointment concurrent with Regular Army resignation.

(2) Individuals currently serving on active duty as officers of the other Armed Forces when applying for appointment with concurrent active duty as prescribed in AR 614–120.

(3) Warrant officers applying under paragraph 3–33*a*(3) and (4), and former officers under paragraph 3–33*a*(5) when applying within 1 year from date of discharge. Such applicant must meet requirements of paragraph 1–4*g*.

(4) USAR officers applying for appointment in another branch or grade. Such applicants must furnish documentary evidence of educational level as required for the branch and any additional forms, documents, or information as required by other regulations or the section of those regulations governing the particular branch. In addition, a current medical examination as prescribed in AR 140–120 is required.

(5) Regular Army officers eligible to apply for Reserve appointments as commissioned officers, without concurrent active duty, effective upon date after discharge.

t. For members of the National Oceanic and Atmospheric Administration applying under paragraph 1–5*e*, the forms required by *a*, *c*, *d*, and *f* above.

u. Name in which appointed. Ordinarily, applicants will be appointed in the name reflected in a birth, baptismal, citizenship, or naturalization certificate, or court order authorizing a change of name. An individual may be appointed at his request in the name by which he is known in his community, provided the assumption of that name was not for fraudulent purposes.

(1) An applicant desiring to be appointed in a name as indicated above will be required to submit a written request for name change. The signatures of two individuals who can attest to the truth of the applicant's request must also be furnished. The statement of these individuals should read "The attached information is true to the best of my knowledge and belief." The statement must be dated and signed, current addresses (including ZIP codes) must be given, and the relationship to the applicant must be indicated. It is preferable that the witnesses include the applicant's natural parents, stepparents, or legal guardian. In appropriate cases, the witnesses may include reliable members of the community, such as school officials, clergy, close relatives, and neighbors.

(2) In appropriate cases, the DD Form 369 (Police Record Check) should be accomplished reflecting both the name as recorded on one of the official documents indicated above, and the name assumed by the individual.

v. A copy of enlisted applicant's DA Form 20 (Enlisted Qualification Record) and/or DA Form 2–1 (Personnel Qualification Record-Part II) will accompany the application. Applicants who are members of the Air Force, Navy, Marine Corps, or US Coast Guard will submit a copy of the equivalent form used by the parent service.

w. Individuals with more than 17 years of active Federal service who apply for appointment as a warrant officer with concurrent active duty must complete the following statement:

I, _____ , hereby volunteer to remain on active duty for a period of 3 years in warrant officer status subsequent to my appointment and/or call to active duty. I understand that my retention on active duty during this period is subject to the normal release provisions outlined in

AR 635-100. I further understand that I may not be voluntarily retired prior to completion of this service obligation.

x. A statement signed by a responsible official from one of the other Armed Forces that a favorable NAC (para 1-4*h*) exists on an individual serving on active duty with that Armed Force will be accepted by the Department of the Army. The statement must indicate the date and by whom the NAC was completed. Certification by the applicant is not acceptable.

y. A recent photograph, full length, approximately postcard size, with the applicant's name on the reverse, will accompany the applications of all personnel requesting appointment as a warrant officer with concurrent active duty.

2-2. Submission of application. Applications for appointment will be submitted and processed under this chapter, except that applicants for appointment under chapter 3 must meet special requirements outlined in that chapter. Applications for appointment in the Army Nurse Corps and the Army Medical Specialist Corps will be guided by AR 135-101 and applicants for appointments in the other corps of the Army Medical Department by AR 135-101. No command or headquarters, except that conducting the evaluation board (para 2-3*c*(4) *(c)*) will hold an application beyond 5 working days. Applications will be submitted as follows:

a. For appointment with assignment to Army Reserve Troop Program units, mobilization designee table of distribution vacancies and Ready Reserve Reinforcement vacancies—

(1) Through the unit commander for enlisted and warrant officer members of active Reserve units.

(2) Through the commander of the unit where assignment is requested for individuals not members of the Army Reserve.

(3) Through the commanding officer of the unit where applicant is assigned for duty when individual is currently on active duty.

(4) Through the Cdr, RCPAC, ATTN: AGUZ-PAA or the oversea area commander, as appropriate, for applicants who are nonunit members of the Ready Reserve or members of the Standby Reserve.

(5) Through the Army commander for Ready Reserve Reinforcement vacancies except those submitted through (4) above.

★(6) Through the Army commander to Cdr, RCPAC, ATTN: AGUZ-PAA for applicants who are unit members to fill Mobilization Designee table of distribution vacancies.

b. For appointment with concurrent active duty.

(1) USAR personnel who are members of a troop program unit will submit applications through the unit commander direct to the appropriate area commander. Nonunit USAR personnel will submit applications direct to Cdr, RCPAC, ATTN: AGUZ-PAA or appropriate oversea area commander.

(2) ARNGUS personnel will submit applications through normal Army National Guard channels to the appropriate State adjutant general who will forward the approved applications to the appropriate area commander.

(3) Individuals from civilian status will submit applications direct to the appropriate area commander.

(4) Applications for appointment in the Chaplains Branch will be forwarded by the applicant direct to HQDA(DACH-ZA) WASH DC 20310.

(5) Personnel on active duty with any of the other Armed Forces will submit applications to the commander having custody of their personnel records who will forward the applications to the appropriate area commander.

(6) Applications from Air Force members who are OSI agents will be forwarded through AF District Offices to the Directorate of Special Investigations (AFISIM) for indication of date the applicant can be made available if selected. Applications will be forwarded by the Director of Special Investigations direct to Cdr, RCPAC, ATTN: AGUZ-PAA, 9700 Page Boulevard, St. Louis MO 63132.

(7) Personnel on active duty with the Army will submit applications through their unit and intermediate commanders to the commander

having custody of their personnel records who will forward the applications through installation commander direct to the Cdr, RCPAC, ATTN: AGUZ-PAA.

(8) Personnel who are on active duty with the Army and assigned to activities in the District of Columbia but are not within a geographic area of responsibility of an installation commander will submit their applications for processing to the Commander, US Army Military District of Washington, Fort Lesley J. McNair, WASH DC 20319.

(9) Applications from personnel on active duty applying for Warrant Officer 202A, Medical Equipment Repair Technician, and Warrant Officer 011A, Military Physicians' Assistant, will be forwarded by the installation commander directly to Cdr, USAMEDDPERSA. ATTN: SGPE-PD, Forrestal Building, Washington, DC 20314.

2-3. Processing of application. *a.* The commander initially receiving the application or the commander having custody of the applicant's personnel records (for personnel on active duty with the Army) will—

(1) Review application for completeness and determine applicant's administrative eligibility to apply for appointment.

(2) Return application if applicant does not meet the basic administrative prerequisites for appointment, giving reasons for rejection.

(3) Include the following statement, signed by the unit commander in forwarding indorsement when the application is to fill a vacancy in troop program unit:

Appropriate position vacancy exists in this unit in the grade of _____ and MOS/SSI of _____, TDA/TOE _____, paragraph _____ and line number _____, branch _____. There is no qualified officer assigned to this unit, including overstrength status, or any other qualified Reserve officer assigned to the IRR available for this position. This position will be held open for this applicant pending action by higher headquarters. I desire the assignment of the applicant to this organization.

(4) See AR 140-192 and AR 614-103 for actions required in processing applications for Military Intelligence without concurrent active duty.

(5) Forward applications of qualified applicants with appropriate recommendation, through any intermediate commanders to the area commander concerned.

(6) Process applicants for appointment under paragraph 2-2*b*(7) or (8) with authority to appoint examining boards (para 4-1*a*(5) or (6)). The application will be processed in accordance with *c*(1) through (9) below.

b. Intermediate commanders will—

(1) Review application and allied papers and indorse to the area commander.

(2) Indicate availability or nonavailability of qualified officer for position vacancies named in statement required by *a*(3) above.

(3) Return applications when the applicant does not meet the basic administrative prerequisites or when errors are found that cannot be corrected without referring the application to the originator or to his unit of assignment.

c. Area commanders will—

(1) Review applications for correctness and determine eligibility of each applicant.

(2) Return application if—

(*a*) Applicant does not meet the basic administrative prerequisites for appointment, giving the reasons for rejection.

(*b*) Errors or omissions are found that cannot be corrected within the area command headquarters.

(*c*) Applicant is not recommended by the staff section as a result of the review required by paragraph (3) below, giving the reasons for rejection.

(3) Refer applications that meet administrative prerequisites to the respective general or special staff section within headquarters for technical review. The staff section will—

(*a*) Review the applicant's personnel records and application to determine if the applicant has the technical training and practical experience required for appointment.

(*b*) Prepare recommendation to include reasons for conclusions. Recommendation may include additional training which should be provided to the applicant prior to appointment or prior to first assignment after appointment.

(4) When an applicant has been determined eligible and recommended by the staff section—

(*a*) Initiate action to obtain security requirements as prescribed by paragraph 1-4*h*. Applicants, except members of the other Armed Forces applying for concurrent active duty will not require action as prescribed in paragraph 1-4*h*, until receipt of notification from CG, RCPAC, that application is approved.

(*b*) Arrange for a Type A medical examination as prescribed by chapter 10 and appendix IX, AR 40-501 for applicants who are members of the other Armed Forces and concurrent active duty is requested.

★(*c*) Refer application to the president of an examining board for action as provided in chapter 4, except as otherwise provided in this regulation or regulations governing the specific appointment. Instruct the boards to advise all applicants that their application will be processed as expeditiously as possible. Telephonic and written inquiries requesting status of an application only delay the processing. The processing and forwarding of all cases will be expedited to the greatest extent possible. Objective should be to complete board action within the 2-week period immediately following receipt of application. Regular Army warrant officers, Reserve of the Army warrant officers, and former commissioned officers will not be required to appear before an examining board.

(5) Upon receipt of examining board report—

(*a*) Have scores computed for applicant's biographical information blank, interview record, and appraisal sheet (para 4–4, 4–5, and 4–6).

(*b*) Have a composite score computed for female applicants.

(6) Review the entire applicable record, including report of board proceedings and National Agency Check and determine applicant's administrative eligibility and professional acceptability.

(7) Notify rejected applicants, furnishing the specific reason for rejection. When a recommendation of disapproval made by the examining board is approved by the convening authority, the application will be disapproved and returned to the individual.

(8) Tender appointments to qualified applicants when delegated authority.

★(9) Forward applications, with appropriate recommendations, requiring approval of HQDA to CDR, RCPAC, ATTN: AGUZ–RCA.

2–4. Status reports and station changes. *a.* Commanders will report change in status to include unfavorable personnel actions which may influence application.

b. Applicants will immediately report any change in status or station to the agency processing the application.

c. CG, RCPAC, will notify the applicant and area commander by electrical message where applications are approved for concurrent active duty.

d. Applicants who are informed of tentative selection will be advised that they should not expend personal funds or make any other permanent plans in connection with their appointment until they have executed their oath of office.

2–5. Resubmission. Previous nonselection does not bar an individual from submitting another application, provided the individual is otherwise medically, morally, and professionally qualified at the time of submission. Individuals who are not selected may not reapply earlier than 1 year after date of previous application. Individuals may reapply earlier when additional pertinent qualifications have been acquired or vacancies for which individual has not been considered are announced subsequent to submission of last application. Warrant officer applications requesting appointment with concurrent call to active duty may be withdrawn by individual request through channels, after having been received at HQDA, for the purpose of submitting information concerning a significant change in qualifications (i.e., attainment of an MOS-related academic degree, change of grade, and/or completion of an MOS-related resident military school course of at least 8 weeks). To reapply for a warrant officer appointment, the requested MOS must be announced open for procurement (para 1–2*b*(4)) and a new application must be initiated for consideration.

2–6. Discontinue procurement. When sufficient applications have been received, an announcement will be made to delete a specific branch, SSI or MOS from the active duty procurement program. Qualified and interested individuals should submit their applications as soon as possible after announcement of the procurement program. Applications should be submitted with the understanding that they will be returned without further processing at any time procurement requirements no longer exist.

2–7. Appointment procedures. Upon approval of an application the appointing authority will—

a. Assign officers to an appropriate branch.

(1) The branches for applicants who are not on active duty will be determined by their qualifications and the vacancies which they are to fill, or in accordance with (2) below.

(2) Former commissioned officers of any of the Armed Forces of the United States on active duty in the Army in a warrant officer or enlisted status, if qualified, will be given the option of accepting appointment in the—

(*a*) Branch in which they have been assigned or detailed, provided they are qualified therefor, or

(*b*) Branch in which they have formerly held an appointment.

b. Issue and forward to each appointee a letter of appointment (fig. 2–3 or 2–4, as appropriate) and DA Form 71 (Oath of Office—Military Personnel).

(1) A signed oath of office is required for appointment in any component of the Army.

(2) The execution and return of the oath of office constitutes acceptance of appointment. No other evidence is needed or required. However, acceptance of an appointment may be "expressed" as by formal acceptance in writing or "implied" as by entering upon the performance of the duties of the office.

(3) An oath of office properly dated and

(b) Actively engaged in a denominationally approved religious vocation.

(c) Recommended as being qualified spiritually, morally, intellectually, and emotionally to represent the applicant's religious body in the Army chaplaincy.

(d) As an exception to the above, a senior theological student requesting active duty upon graduation must secure conditional ecclesiastical indorsement by a recognized indorsing agency. The conditional indorsement will indicate the applicant will receive full indorsement upon graduation from the seminary and/or ordination. The Chief of Chaplains will verify ecclesiastical indorsements prior to appointment.

b. Applicants for initial appointment in the grade of second lieutenant with assignment to the Staff Specialist Branch, SSI, 00A56 (Chaplain Candidate) must meet the following:

(1) Present consolidated transcript of a minimum of 120 semester hours of undergraduate credits completed in a school as described in *a*(1) *(a)* above.

(2) Present ecclesiastical approval from recognized denominational indorsing agency.

★(3) Present a statement from the registrar of a graduate theological seminary, or other graduate school as described in *a*(1) above that the applicant is either enrolled as a full-time student or has been accepted for the next entering class. Or present an official transcript from a graduate theological seminary indicating that the applicant has graduated and a statement from the denominational indorsing agency that the applicant is actively engaged in fulfilling his/her ordination requirements.

(4) Applicant must sign the following statement and attach it to DA Form 61:

If appointed in the grade of second lieutenant, USAR, SSI 00A56 (Chaplain Candidate) for assignment to the Staff Specialist Branch, I agree to apply for and accept a Commission as first lieutenant, USAR, with assignment to the Chaplains Branch, within 3 years of graduation from seminary and ordination. I further agree to serve a minimum period of 3 consecutive years active duty if the Department of the Army requires my services provided I receive written ecclesiastical indorsement for active duty from a recognized ecclesiastical indorsing agency.

3-7. Grade. *a.* Appointment will not be made in the grade of second lieutenant, except as provided in *c* below, or in general officer grades.

b. Appointment may be made in the following grades:

(1) Applicants without prior commissioned service above the grade second lieutenant—first lieutenant. Applicants initially appointed under this authority will be credited with 3 years service in an active status.

(2) Reserve officers or former officers, including chaplain of any of the Armed Forces—in a grade corresponding to the last grade held.

(3) Reserve officers or former officers of the Armed Forces who have previously served sufficient time in grade to qualify for mandatory consideration for promotion to the next higher grade—in the higher grade.

c. Indivduals (para 3-6*b*) may be appointed as second lieutenants with assignments to the Staff Specialist Branch, SSI 00A56, until such time as they become eligible for appointment as first lieutenant in the Chaplains Branch, without regard to quotas. An individual, when appointed first lieutenant, will be credited with 3 years service in an active status notwithstanding the fact he has served in the grade of second lieutenant, Staff Specialist Branch, USAR, as a Chaplain Candidate.

3-8. Applications. *a.* Applicants for the Chaplain Branch and/or the Staff Specialist Branch (Chaplain Candiate) will not be required to appear before an examining board except as directed by Headquarters, Department of the Army. Individuals applying for grades above second lieutenant will furnish the documents indicated below and those required by chapter 2. Individuals holding appointments as second lieutenants, Staff Specialist Branch, with SSI 00A56, need not submit transcript of undergraduate studies or forms required by chapter 2 other than DA Form 61, SF 88, and SF 93.

(1) *Senior theological students.*

(a) Transcript and statement of registrar as specified in paragraph 3-6*a*(1)*(e)*.

(b) Conditional ecclesiastical indorsement as specified in paragraph 3-6*a*(2)*(d)*.

(2) *Other applicants.*

(a) A consolidated transcript of undergraduate and graduate work.

(b) Ecclesiastical indorsement.

b. Individuals applying for the grade of second lieutenant will furnish the papers required by chapter 2 and the additional documents specified in paragraph 3-6*b*.

c. Ecclesiastical approval, conditional indorsements, or ecclesiastical indorsement will be forwarded directly to HQDA (DACH- PEP) WASH, DC 20310, by the applicant or the denominational indorsing agency. Area commanders are authorized to forward applications and allied papers to HQDA (DACH- PEP), without these documents when application is for appointment without concurrent active duty.

d. When a second lieutenant assigned to the Staff Specialist Branch, SSI 00A56 (Chaplain Candidate) fails to qualify for appointment as first lieutenant with assignment to Chaplains, action will be taken as prescribed in AR 135-175.

e. Applicant will furnish two copies of a recent photograph, head and shoulder type, 3" × 5", with his name printed on the reverse side.

f. Applicants for appointment as chaplains may be appointed prior to completion of a National Agency Check provided they sign a statement of understanding as shown in figure 3-2.

3-9. Verification of ecclesiastical and educational qualifications. *a.* The area commander will forward the application and allied papers of favorable considered applicants to HQDA (DACH-PEP) WASH, DC 20310.

b. HQDA (DACH-PEP) will secure verification of the ecclesiastical and educational qualifications of the applicant and return the application and allied papers to RCPAC (AGUZ-PAA-A) with a statement that the applicant does or does not meet ecclesiastical and educational requirements.

Section IV. APPOINTMENT IN THE JUDGE ADVOCATE GENERAL'S CORPS

3-10 General. This section prescribes the special requirements for appointment of personnel in The Judge Advocate General's Corps. Only qualified applicants will be appointed to The Judge Advocate General's Corps. This section sets forth the minimum requirements.

3-11. Special requirements. Each applicant for assignment in The Judge Advocate General's Corps must meet the following requirements in addition to those shown in chapter 1.

a. Graduate of a law school approved by the American Bar Association, with a professional degree. Waiver of law school will be considered in accordance with paragraph 1-6*a*(5), only when the applicant possesses unique professional experience as determined by The Judge Advocate General.

b. Admitted to practice and have membership in good standing of the bar of the highest court of a State of the United States or a Federal court.

c. Actively engaged in the practice of law, the teaching of law, or in judicial office for a minimum period of 2 years immediately preceding the effective date of appointment. The 2-year period may be reduced, in the discretion of The Judge Advocate General, on the following basis, for periods of military service (if not otherwise creditable against the practice requirement):

(1) Full credit for periods of active military service.

(2) Half credit for periods of service (other than active duty) in the Ready Reserve in a Reserve component of the Armed Forces.

d. Waiver of this requirement will be considered in accordance with paragraph 1-6*a*(5) only in the case of outstanding applicants whose services are desired for immediate active duty or

who have completed the course of study prescribed in AR 135–316 for minimum qualification as an officer in The Judge Advocate General's Corps. An individual whose application is disapproved because of failure to satisfy the 2-year practice requirement may reapply when eligible without regard to the provisions of paragraph 2–5.

3–12. **Grade.** *a* A person may be appointed in the grade of first lieutenant through colonel for assignment to The Judge Advocate General's Corps, He will be appointed—

(1) In the highest grade (or comparable grade) held satisfactorily in The Judge Advocate General's Corps, or in an assignment corresponding to an assignment in The Judge Advocate General's Corps, while on active duty in any of the Armed Forces, while in an active duty status in the Army Reserve, or while in the federally recognized Army National Guard, or—

(2) In the highest grade for which he can qualify as a result of education and experience as set forth in *c* below. For appointments without concurrent active duty, applicants must have completed at least 2 years practice of law, teaching of law, or in judicial office, before any remaining credit for education or experience is applied toward grade determination. A combination of 2 years of law practice, teaching of law, or in judicial office, and military service pursuant to paragraph 3–11*c* may be used in lieu of 2 years practice of law. Applicants not qualified for appointment to a particular grade due to lack of military education as prescribed by AR 135–316, if otherwise qualified in the discretion of The Judge Advocate General, will be appointed to that grade with the stipulation that:

(a) Company grade officers complete The Judge Advocate General's Officer Basic Course within 12 months of the date of appointment.

(b) Field grade officers complete The Judge Advocate General's Officer Advance Course within 30 months of the date of appointment.

(c) Failure to satisfy the educational qualification requirements, *(a)* and *(b)* above, will result in the termination of commission (USAR officer) and termination of commission/withdrawal of Federal recognition (ARNG officers). The Judge Advocate General may grant an exception to this automatic termination provision provided the commander concerned recommends such exception and sufficient cause is shown.

b. When the grade is determined by credit for education and experience in accordance with *c* below, such credit will be considered equivalent to the number of years in an active status for appointment in following grades:

Years of service in an active status	*Grade*
3 years or more, but less than 7 years.	First lieutenant
7 years or more, but less than 14 years	Captain
14 years or more, but less than 21 years	Major
21 years or more, but less than 23 years	Lieutenant colonel.
23 or more years	Colonel or lieutenant colonel as determined at Headquarters, Department of the Army

c. Credit for education and experience will be computed as follows:

(1) Three "years of service in an active status" for graduation from a law school which has been approved by the American Bar Association; and

(2) The number of years, months, and days that individual has been actively engaged between the date of his admission to the bar of the highest court of a State of the United States or a Federal court and his appointment in The Judge Advocate General's Corps—

(a) In the practice of law.

(b) Teaching of law.

(c) Performance of judicial duties.

(d) In the full-time pursuit of graduate legal studies.

(e) In other appropriate professional activities as determined by The Judge Advocate General.

As an exception, for each year of professional experience in excess of 21 years, he will be given

credit for only one-half "years of service in an active status."

(3) The number of years, months, and days of active duty performed as a commissioned officer in any of the Armed Forces during the periods 16 September 1940 to 24 June 1948; 25 June 1950 to 27 July 1953; and 1 July 1958 to 28 March 1973.

d. "Years of service in an active status" in excess of the minimum required for the grade appointed will be credited as "promotion service" in the grade appointed. No periods of time will be used more than once in computing an officer's "years of service in an active status."

3-13. Applications. Applications under this section may include the results of an interview with a field grade officer of The Judge Advocate General Branch in lieu of the board interview required by chapter 4. In addition to the forms and allied papers required by chapter 2, applicants will submit the following documents:

a. A certificate transcript of all college and law school grades in support of undergraduate and graduate degrees. Transcript should show, if practicable, the class standing of the applicant.

b. A statement from proper authority showing that the applicant has been admitted to private practice before the highest courts of a State of the United States or a Federal court and that he is now a member of the bar thereof in good standing.

c. A statement from the applicant listing all legal experience. Legal experience may include governmental, judicial, teaching, private practice, and graduate legal studies. Each applicant will include—

(1) A list and brief description of important legal actions or other legal matters handled by him.

(2) If he has been in private practice, a general statement of the character thereof.

(3) If he has had Government or military legal experience, a description of his position and rating.

(4) If he has held judicial office, the extent of the jurisdiction of his court.

(5) If he has taught law, the subjects which he teaches, or has taught.

(6) If he has pursued graduate legal studies, a transcript of all courses completed, certified by an official of the school.

d. Letters based on personal acquaintance from not less than three disinterested judges, lawyers, or law school professors relative to the applicant's reputation and professional standing, the types of cases handled by him, and his ability, as an attorney, teacher, judge, or student.

e. Two copies of a recent photograph, head and shoulder type, 3″ × 5″ with the applicant's name on the reverse.

Section VI. APPOINTMENT OF PROFESSIONAL AND TECHNICAL PERSONNEL

3-19. General. This section provides for the appointment of professional and technical specialists as commissioned officers in the USAR. The categories for appointment under this section are listed in *a* through *bc* below. Chapters 1 and 2 will apply except as indicated in this section.

a. Archivist.

b. Aeronautical engineering.

c. Automotive engineering.

d. Bacteriology.

e. Biochemistry.

f. Biological sciences.

g. Business administration.

h. Chemical engineering and chemistry.

i. Civil engineering.

j. Education specialists.

k. Electrical accounting machine specialists.

l. Electrical engineering, including radio, television, and wire communications.

(2) Area commanders will ensure that individuals enroll in and pursue satisfactorily the appropriate course to qualify themselves for promotion and retention.

★*g*. The following letters of appraisal will be included with the application for appointment of all persons without military service:

(1) Letter of appraisal from a college official who has had direct contact with the applicant.

(2) Letters of appraisal from last two employers (full or part time), using DD Form 370 (Request for Report from Employer, School, or Personal Reference). If applicant has had no work experience, two letters of appraisal from school officials in addition to (1) above, will be submitted.

(3) Letters of appraisal from two residents of the applicant's home community.

3-22. Grade. Initial appointments are authorized in the grades indicated in paragraph 3-21, in recognition of advanced professional or technical experience and training. Appointment may be made in grades up to the including the grade of colonel when an individual possesses outstanding qualifications critical to military requirements.

Section VII. APPOINTMENT FOR ASSIGNMENT IN THE CIVIL AFFAIRS BRANCH

3-23. General. In addition to the requirements of chapters 1 and 2 an applicant for appointment with assignment to the Civil Affairs Branch must meet the special requirements prescribed in AR 140-108.

Section VIII. APPOINTMENT FOR ASSIGNMENT IN THE STAFF SPECIALIST BRANCH

3-24. General. *a*. This section prescribes the special requirements and procedures for appointment and assignment to Staff Specialist. Chapters 1 and 2 apply except as indicated in this section.

b. No individual will be appointed to the Staff Specialist Branch if he/she can be appropriately assigned to another branch.

3-25. Eligibility. Chaplain candidates—see section III. All other applicants must—

a. Meet general requirements of chapter 1.

b. Qualify for a SSI listed in paragraph 3-27.

c. Possess advanced professional or technical experience and training.

d. Staff specialists who acquire qualification in any other branch will be transferred to that branch under the provision of AR 140-10 except for those individuals with exceptional technical and/or professional qualifications when approved by the CG, RCPAC. Successful completion of an appropriate level branch school will be considered qualification in that branch.

3-26. Applications *a*. Chaplain candidates will apply under the provisions of section III.

b. Other applications will be processed in accordance with chapter 2. Approval authority for appointment in the Staff Specialist Branch other than Chaplain Candidates, SSVC Officers or Nonmilitary Subject Instruction Officers will be the CG, RCPAC. Forwarding indorsements will recommend grade for appointment per paragraphs 3-21 and 3-22 . Appointments to grades higher than those specified will be determined by the appointing authority.

3-27. Specialist categories for appointment. Appointment may be made in the Staff Specialist Branch for the following SSI:

Proponent agency	*Title*	*SSI*
Chief of Chaplains (DACH–PEP)	Duty unassigned (chaplain candidate or seminarian)	00A56
MILPERCEN (AG Branch, DAPC–OPG–A)	Selective service officer	41B
MILPERCEN (AG Branch, DAPC–OPG–A)	Appropriate specialty instructor (teaching methods)	
MILPERCEN (AG Branch, DAPC–OPG–A)	Appropriate specialty instructor (physical science)	
MILPERCEN (AG Branch, DAPC–OPG–A)	Appropriate specialty instructor (English)	
MILPERCEN (AG Branch, DAPC–OPG–A)	Appropriate specialty instructor (social science)	
	Other	

As determined by CG, RCPAC based upon the professional and technical qualifications and overall value to the service on an individual case.

Section IX. APPOINTMENT IN THE ARMY NATIONAL GUARD OF THE UNITED STATES

3–28. General. *a.* Upon being Federally recognized, an officer or warrant officer of the Army National Guard will be appointed as a Reserve of the Army for service as a member of the Army National Guard of the United States.

b. No person will be appointed in a grade above major unless he was formerly a commissioned officer of an Armed Force or such an appointment is recommended by a board of officers convened by the Secretary of the Army.

c. Applicants requiring a waiver of conviction of any of the offenses listed in paragraph 1–6*a*(3)*(a)*, *(b)*, or *(c)*, will not be permitted to appear before a Federal Recognition Board prior to granting of waiver. Request for waivers will be fowarded to Cdr, RCPAC, ATTN: AGUZ–PA.

3–29. Personnel eligible to be appointed. To become an officer of the ARNGUS, an individual must first be appointed and Federally recognized in the same grade in the Army National Guard. Such individual must also meet the security standards prescribed in paragraph 1–4*h*.

3–30. Applications. Applications for appointment as Reserve commissioned or warrant officers of the Army will be submitted in accordance with NGR 600–100 and NGR 600–101 respectively.

3–31. Notice of appointment. Letters tendering appointments as Reserve commissioned or warrant officers of the Army will be dated as of the date actually issued. As an exception, when an officer is granted Federal recognition, based upon temporary Federal recognition, the appointment will be of the date issued, but will be considered to have been accepted on, and deemed to have been effective from the date of such temporary Federal recognition.

Section X. APPOINTMENT AS RESERVE WARRANT OFFICERS OF THE ARMY

3–32. General. This section prescribes special requirements for the appointment of Reserve warrant officers of the Army for service in the Army Reserve. Chapters 1 and 2 apply as provided in this section.

3–33. Special requirements. *a.* Personnel listed below qualifying for warrant officer MOS currently authorized in AR 611–112 may apply for appointment under this section. Qualifications for award of MOS may be acquired by previous training and experience or attendance at a technical course of instruction leading to qualifications for warrant officer appointment as indicated in DA Pam 351–4. Although Reserve enlisted personnel and Reserve officers are eligible for appointment under this regulation, acceptance of appointment as a Reserve warrant officer will automatically terminate any other Reserve status held by the individual concerned. Such persons serving on active duty will be appointed only as authorized in paragraph 1–2*b*(4).

(1) Enlisted personnel of the Reserve Components of the Armed Forces.

(2) Enlisted personnel in the active military service of the Armed Forces provided they submit an application for active duty (DA Form 160)

with their application for appointment. Such applicants will be considered for appointment in the Dual Component Program under AR 600–39 only after they have been considered for appointment with concurrent active duty as required by paragraph 1–2*b*(4).

(3) Former warrant officers currently in civilian status. Applicants applying under this section, if otherwise qualified, will not be subject to the requirements of paragraphs 1–2 and 1–4*a* if appointed within 1 year after date of last discharge as a warrant officer.

(4) Warrant officers in the active military service holding only temporary appointments, without component, may request appointment as a Reserve warrant officer at any time prior to release from active duty.

(5) Officers and former officers who qualify for warrant officer MOS.

(6) qualified technical experts or specialists who are former members of any component of any US Armed Forces or civilian with no military status.

b. Applications for Army attaché career warrant officers will be limited to individuals who meet the requirements of AR 611–60 and have been assigned and performed duties in any Army attaché office for a period of at least 6 months in a military or civilian status.

c. Applicants for the intelligence career fields must meet the requirements specified in AR 140–192.

d. Applicants for bandmaster must meet additional technical requirements. Evaluations are made in the following areas to determine the qualifications of each applicant:

(1) Civilian and service music education and experience.

(2) Knowledge of sound band management, to include the operation of concert bands, dance bands and ensembles.

(3) Conducting capabilities to include baton techniques, musicality of presentation, rehearsal techniques, podium presence, military bearing, and sound leadership characteristics.

(4) Technical capabilities, to include sight-singing, sight-reading, melodic dictation, harmonic dictation, aural and written harmony, arranging and knowledge of instrumentation. In those cases where a definite evaluation cannot be made by a review of the application and allied papers, the CG, RCPAC, will direct that a technical examination be administered to the applicant by the bandmaster of the band at the CONUS Army headquarters or major oversea headquarters through which the applicant applied or at Headquarters, FORSCOM. All travel involved will be at the expense of the applicant.

(5) Personnel applying for Army Band officer will include the following items with their applications and allied papers:

(a) Chronological listing of all military and civilian positions held to include specific scope of responsibilities.

(b) Respresentative list of programs of solos played or recitals given on major instruments for public performance.

(c) Representative list or programs of band numbers conducted in public performance.

e. Appearance before examining board is waived for personnel on active duty applying for Warrant Officer 202A, Medical Equipment Repair Technician, and all personnel applying for Warrant Officer 011A, Military Physicians' Assistant.

★Section XI. APPOINTMENT IN THE PHYSICIAN ASSISTANT (PA) PROGRAM

3–34. General. This section prescribes requirements, procedures and authority for appointment of civilian and military trained physician assistants as warrant officers in the PA program. AR 40–48 outlines the functions and utilization of physician assistants.

3–35. Military trained. *a*. Physician assistant

warrant officer candiates may be appointed warrant officers in the Reserve of the Army and awarded MOS 003A upon successful completion of phase I military PA training program.

b. The Surgeon General is responsible for verification of eligibility of personnel appointed under this paragraph.

c. Failure to successfully complete phase II military PA training will result in termination of the appointment effective the date of separation from phase II training and reversion of the affected individual to his or her grade at time of appointment as reflected in section XXX, chapter 3, AR 635–100 or chapter 5, AR 135–175 as appropriate.

d. Individuals who successfully complete phase II military PA training will be awarded MOS 011A.

e. The following categories of physician assistants will be advanced to the grade of W02 upon successful completion of phase II military PA training.

(1) Physician assistants remaining in an extended active duty status in the active component who elect a six year active duty obligation.

(2) Physician assistants not remaining in an extended active duty status upon graduation from the program who elect an eight year reserve component obligation.

(3) Individuals serving in grade E8, with 2 years time in grade, or in grade E9 at time of appointment.

f. The eligibility criteria and application procedures for military PA training are outlined in the current FY DA circular in the 351 series entitled, Military Physician Assistant (PA) Training Program Fiscal Year XX–XX.

3–36. Civilian trained. *a.* Individuals possessing the necessary civilian acquired skills who are selected for appointment under the program will be appointed warrant officers in the Reserve of the Army and awarded MOS 011A.

b. The Surgeon General is responsible for professional qualifications determination of personnel appointed under this paragraph.

c. Applicants selected for this program must—

(1) Be a graduate of a Type A, physician's assistant to the primary care physician, program accredited by the American Medical Association. Duration of the program from which graduated must not be less than 20 months. Waivers for programs of less than 20 months duration may be granted by The Surgeon General based on the professional merits of the applicant.

(2) Have successfully completed the National Board of Medical Examiners certifying examination for physicians' assistants, Type A.

(3) Be eligible for appointment as a warrant officer in accordance with chapters 1 and 2.

d. Applications will include evidence of successful completion of the National Board of Medical Examiners certifying examination for physician's assistants, Type A, and an official copy of transcript. Applications will be processed through command channels to following address, as appropriate applications from Individual Ready Reserve (IRR) members desiring active component status will be addressed through the Commander, RCPAC, ATTN: AGUZ–PAA, 9700 Page Boulevard, St. Louis, MO 63132, to Commander, USAMEDDPERSA, ATTN: SGPE–PD, 1900 Half Street, S.W., Washington, DC 20324. Applications from IRR members desiring Reserve Component unit affiliation will be sent through RCPAC to USAMEDDPERSA for evaluation and appropriate coordination with office of the Chief of the Army Reserves. Applications from NG members will be forwarded to National Guard Bureau Operation Activities Center, ATTN: NGB–ARO–ME Edgewood, MD 21010. Applications from personnel on active duty applying for Warrant Officer 011A will be forwarded by the installation commander directly to Commander, USAMEDDPERSA, ATTN: SGPE–PD, 1900 Half Street, S.W., Washington, DC 20324.

CHAPTER 4
EXAMINING BOARDS

4-1. Appointment. *a.* Area commanders will appoint boards of officers to examine applicants for appointment when required. Boards will consist of an uneven number of members of not less than three. All members should be of field grade if available. Officers in grade of captain may be used when a sufficient number of field grade officers are not available. In any event, members of the board must be serving in a grade equal to or higher than that under consideration. At least one member of the board must be of the branch for which the applicant is applying. Two members will be from the Active Army and, where possible, from the Regular Army. The member designated as president will be from the Active Army and will be the senior member. If members of the Active Army are not available, a Reserve who is on an Active Guard/Reserve (AGR) tour may be utilized. A commissioned officer Army aviator will be included as a member of the board when considering applicants for appointment with assignment on an aviation commissioned officer SSI or warrant officer MOS. A rated aviation warrant officer may be used in lieu thereof if a commissioned officer is not available. Waiver of this requirement may be granted when a rated Army aviator is not accessible. A warrant officer of the specialty for which applicant is applying will be appointed to serve as a technical adviser (with vote) to examining board members when interviewing a warrant officer applicant. A commissioned officer with a SSI related to that of the specialty for which the applicant is applying may be appointed to serve as a technical adviser (with vote) when it is determined that an appropriate warrant officer is not available within a reasonable commuting distance and the substitute officer has the means and is willing to travel the distance involved. Authority to appoint boards may be delegated as follows:

(1) Installation commanders for applicants being considered for appointment in grades of major and below.

(2) Commanders of General Officer Commands and US Army Reserve Commands for applicant being considered for appointment in grade of lieutenant colonel if applicant held a previous appointment as a commissioned officer in the Armed Forces.

(3) **Rescinded.**

(4) The Defense Attaché will examine applicants for appointment with concurrent active duty as Attaché Technical Assistants, MOS 961A. Personnel serving at isolated stations with less than three commissioned officers assigned will be examined by the Defense Attaché and the Attaché Technical Assistant using DA Form 6225. These applications will be further examined by a board of MI officers appointed by the Chief, Military Intelligence Branch, HQDA(DAPC-OPF-M).

(5) Installations commanded by a general officer will normally appoint boards to consider applications from personnel on active duty with the Army who are applying for concurrent active duty. When the installation is not commanded by a general officer, the application will be forwarded to the next higher headquarters in the normal chain of command. Installation commanders having general court-martial convening authority may appoint boards when it is determined an applicant is not within a reasonable commuting distance of the examining board.

(6) The US Army Military District of Washington will appoint boards for those applications as prescribed in paragraph 2-2*b*(8).

b. Boards will be convened as close as practicable to the location of the individual concerned.

c. Boards will be appointed and proceedings conducted in accordance with AR 15-6 and this regulation.

4-2. Notification to applicants. *a.* Upon receipt of the examining board of applications and allied papers required by the regulations under which individuals are applying for appointment, the president of the board will notify the appli-

cants of the time and place of appearance before the board. Travel and other expenses incurred by applicants not on active duty will not be chargeable to the Government.

b. Applicants will be so scheduled that, so far as practicable, no one need spend more than 1 day at the examining place.

c. When possible, applicants for the same branch will be scheduled in sequence so that the board member of that branch may sit without interruption.

d. When necessary, the applicant will be advised in advance of any additional information desired by the board or required by regulations to correct or complete an application.

4–3. Army Aptitude Area GT, Officer Candidate Test (OCT), and Officer Qualification Inventory (OQI). When required (para 1–4*c*), the Arithmetic Reasoning (AR) and the Verbal (VE) components of the Army Classification Battery (ACB) which produce a GT aptitude area score, the OCT, and the OQI will be administered. The test examiner will provide for a written statement showing the date and place test was administered, title and form of test, and score attained. Only those applicants attaining the required score will be authorized to continue with the examination.

4–4. Biographical information. Except as provided in paragraph 4–6*b*, the board will administer the OCS Biographical Information test (DA Form 6215) for female applicants, or Officer Qualification Inventory (OQI), (DA Form 6263) for male applicants. Test components are listed in DA Pam 310—8. The Board will not score test (para 2–3*c*(5)*(a)*).

4–5. Interviewing. Except as provided in paragraph 4–6*b*, the board will interview each applicant prior to having access to applications or allied papers using the Officer Leadership Board Interview, OLB–1 (DA Form 6227). Instructions for conducting and recording results of the interview are contained in DA Pam 611–227.

4–6. Appraisal of experience. *a. Applicants without prior commissioned officer service.* After interview, a rest period will be given the applicant while the board considers the application and allied papers. The board will then question the applicant on personal history, training, and experience to supplement the facts shown in the application and allied papers. This questioning will be led by the board member of the branch concerned. Technical competence will be inferred from the applicant's history and the impression made on the board during the interview. Each member of the board will make an individual, independent appraisal of the applicant on one of the forms listed in (1) and (2) below (original only). The word "civilian" will be substituted for "military" on the form listed in (1) below when the applicant is applying from civilian life and has not had military experience. When the applicant is considered better qualified for a branch other than the one applied for, the board may recommend such assignment.

(1) For commission applicants, except for Chaplains and Judge Advocate General branches, use Interview Appraisal Sheet M (DA Form 6224).

(2) For warrant officers, Chaplains, and Judge Advocate General branch applicants, use Interview Appraisal Sheet S (DA Form 6225). (This form will be modified to indicate warrant officer application when appropriate.)

b. Applicants with prior commissioned or warrant officer service. In recognition of commissioned or former commissioned status and/or Regular Army and Reserve of the Army warrant officer status, board action will be waived.

4–7. Disclosure of board action. Rescinded.

4–8. Disposition of records. *a.* The board will forward the following papers through channels to the area commander concerned for action:

(1) Report of proceedings of the board of officers.

(2) Copy of the Disposition Form (DA Form 2496) or military letter appointing the board.

(3) Application and allied papers for each applicant.

(4) Test score statement, when required by paragraph 4-3.

(5) DA Form 6215-1 (OCS Biographical Information Blank (Answer Sheet)), or DA Form 6263-1 (Officer Qualification Inventory (Answer Sheet) OQI-1), as appropriate.

(6) DA Form 6227 completed by each board member for each applicant.

(7) DA Form 6224 or DA Form 6225, as appropriate, completed by each board member for each applicant.

b. A statement substantially as follows will be included in the board report when applicable:

This correspondence is marked FOR OFFICIAL USE ONLY solely because of the addition of Exhibit____ through ____. When these exhibits are removed, protective markings will be canceled.

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 7 September 1981

Chg. 12

Immediate Action
INTERIM CHANGE

AR 135-100
INTERIM CHANGE
NO. 104
Expires 7 September 1982

ARMY NATIONAL GUARD AND ARMY RESERVE

APPOINTMENT OF COMMISSIONED AND WARRANT OFFICERS

OF THE ARMY

This interim change is required as a result of change in appointment policy, expires 1 year from the date of publication and will be destroyed at that time unless sooner superseded by a formal printed change; is being distributed by first class mail through the publications pinpoint distribution system to all holders of AR 135-100; is, as an interim measure, issued in other than page-for-page format; and will be included in change 12, AR 135-100.

Page 1-8, subpara 1-7a(4) is superseded to read:

(4) For grades on appointment with assignment to the Judge Advocate General's Corps, Civil Affairs, as professional and technical specialists, or Chaplains, see appropriate sections in chapter 3 of this regulation. For grades on appointment in the Army Medical Department, see AR 135-101.

Page 1-9, table 1-1 is superseded to read:

Table 1-1. Minimum and Maximum Age Limitations

Grade	Minimum age	Maximum age
Second lieutenant, except chaplains and chaplain candidates	18	28
Second lieutenants - chaplain candidates	18	34
Second lieutenants - chaplains	18	40
First lieutenant	21	33
Captain	----	39
Major	----	48
Lieutenant colonel	----	51
Colonel	----	55
Warrant officer	18	46

Maximum age limitations may be increased for former officers and warrant officers by an amount not more than the length of previous service in grade in which appointment is authorized. (Previous service includes active duty or active Reserve service in any component of the Armed Forces.) An increase in age is not authorized if an applicant will have less than 2 years to serve before being

removed from an active status under provisions of AR 140-10, or if applying for appointment and concurrent active duty before being removed from active duty with the Active Army under the provisions of AR 635-100.

Page 2-1, subparagraph 2-1a(4) is deleted in its entirety.

Page 2-1, subparagraph 2-1d is expanded too add:

A new NAC is not required for personnel applying for aviation warrant officer flight training and direct appointment as warrant officer with concurrent active duty who have a favorable ENTNAC or NAC and have not had a break in service of 12 months or more.

Page 3-3, subpara 3-6b(3) is expanded to add:

Or present an official transcript from a graduate theological seminary indicating that the applicant has graduated and a statement from the denominational indorsing agency that the applicant is actively engaged in fulfilling his/her ordination requirements.

Page 3-6 and 3-7, section V, Chapter 3 is rescinded.

Page 3-8, para 3-20 is expanded to add:

Women applicants are authorized to serve in any branch or officer specialty except those listed below, and in any unit of the Reserve Components, except in Infantry, Armor, Cannon Field Artillery, Combat Engineer, and Low Altitude Air Defense Artillery units of battalion/squadron or smaller size. Women may not hold the following specialty codes, Specialty Skill Identifiers, or Additional Skill Identifier (ASI):

Specialty Code/Branch
- 11 Infantry
- 12 Armor

Specialty Skill Identifer
- 13E Cannon Field Artillery
- 14B SHORAD Officer
- 15B Combat Aviation Officer (Women may hold this specialty, but may not be assigned to pilot a helicopter in an attack or scout role.)
- 21A Combat
- 48E Unconventional Warfare Officer

Additional Skill Identifier (ASI)
- 1R Aerial Scout

(AGUZ-PPC)

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

ROBERT M JOYCE
Brigadier General, United States Army
The Adjutant General

DISTRIBUTION:
To be distributed in accordance with DA Form 12-9A requirements for AR, Army National Guard and Army Reserve.
Active Army: B
ARNG: A
USAR: A

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 11 May 1981

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NO. I03
Expires 11 May 1982

ARMY NATIONAL GUARD AND ARMY RESERVE

APPOINTMENT OF COMMISSIONED AND WARRANT OFFICERS OF THE ARMY

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Page 1-2, subparagraph 1-3b(5) is superseded to read as follows:

(5) Any application submitted under section VI, chapter 3.

Page 3-6, paragraph 3-15. Supersede the last two sentences of paragraph to read as follows:

Upon completion of degree requirements, the applicant will furnish the area commander a certificate of graduation or a statement certifying that degree requirements have been satisfactorily completed, signed by an appropriate official of the university or college. If the applicant fails to graduate when scheduled, the area commander will be notified immediately.

(AGUZ-RCC)

By Order of the Secretary of the Army

E. C. MEYER
General, United States Army
Chief of Staff

Official:

J. C. PENNINGTON
Major General, United States Army
The Adjutant General

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AR 135-100

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 2 March 1981

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INTERIM CHANGE

AR 135-100
INTERIM CHANGE
NO. I02
Expires 2 March 1982

ARMY NATIONAL GUARD AND ARMY RESERVE

APPOINTMENT OF COMMISSIONED AND WARRANT OFFICERS
OF THE ARMY

This interim change provides for the appointment as W01 of physician assistant warrant officer candidates in the Reserve of the Army (National Guard/USAR) upon successful completion of phase I of military physician assistant training programs and the requirements for advancement to the grade of W02 upon successful completion of Military PA training; expires 1 year from the date of publication and will be destroyed at that time unless sooner superseded by a formal printed change, is being distributed by first class mail through the publications pinpoint distribution system to all holders of AR 135-100; is as an interim measure, issued in other than page-for-page format; and will be included in Change 12, AR 135-100.

Section XI, Chapter 3 is superseded as follows:

Section XI. Appointment in the Physician Assistant (PA) Program.

3-34. General. This section prescribes requirements, procedures and authority for appointment of civilian and military trained physician assistants as warrant officers in the PA program. AR 40-48 outlines the functions and utilization of physician assistants.

3-35. Military trained.

a. Physician assistant warrant officer candidates may be appointed warrant officers in the Reserve of the Army and awarded MOS 003A upon successful completion of phase I military PA training program.

b. The Surgeon General is responsible for verification of eligibility of personnel appointed under this paragraph.

c. Failure to successfully complete phase II military PA training will result in termination of the appointment effective the date of separation from phase II training and reversion of the affected individual to his or her grade at time of appointment as reflected in section XXX, Chapter 3, AR 635-100 or Chapter 5, AR 135-175 as appropriate.

d. Individuals who successfully complete phase II military PA training will be awarded MOS 011A.

e. The following categories of physician assistants will be advanced to the grade of WO2 upon successful completion of phase II military PA training.

(1) Physician assistants remaining in an extended active duty status in the active component who elect a six year active duty obligation.

(2) Physician assistants not remaining in an extended active duty status upon graduation from the program who elect an eight year reserve component obligation.

(3) Individuals serving in grade E8, with 2 years time in grade, or in grade E9 at time of appointment.

f. The eligibility criteria and application procedures for military PA training are outlined in the current FY DA circular in the 351 series entitled, Military Physician Assistant (PA) Training Program Fiscal Year XX-XX.

3-36. Civilian Trained.

a. Individuals possessing the necessary civilian acquired skills who are selected for appointment under the program will be appointed warrant officers in the Reserve of the Army and awarded MOS 011A.

b. The Surgeon General is responsible for professional qualifications determination of personnel appointed under this paragraph.

c. Applicants selected for this program must -

(1) Be a graduate of a Type A, physician's assistant to the primary care physician, program accredited by the American Medical Association. Duration of the program from which graduated must not be less than 20 months. Waivers for programs of less than 20 months duration may be granted by The Surgeon General based on the professional merits of the applicant.

(2) Have successfully completed the National Board of Medical Examiners certifying examination for physicians' assistants, Type A.

(3) Be eligible for appointment as a warrant officer in accordance with chapters 1 and 2.

d. Applications will include evidence of successful completion of the National Board of Medical Examiners certifying examination for physician's assistants, Type A, and an official copy of transcript. Applications will be processed through command channels to following address, as appropriate applications from Individual Ready Reserve (IRR) members desiring active component status will be addressed through the Commander, RCPAC, ATTN: AGUZ-RCA, 9700 Page Boulevard, St. Louis, MO 63132, to Commander, USAMEDDPERSA, ATTN: SGPE-PD, 1900 Half Street, S.W., Washington, DC 20324. Applications from IRR members desiring Reserve Component unit affiliation will be sent through RCPAC to USAMEDDPERSA for evaluation and appropriate coordination with office of the Chief of the Army Reserves. Applications from NG members will be forwarded to

National Guard Bureau Operation Activities Center, ATTN: NGB-ARO-ME, Edgewood, MD 21010. Applications from personnel on active duty applying for Warrant Officer 011A will be forwarded by the installation commander directly to Commander, USAMEDDPERSA, ATTN: SGPE-PD, 1900 Half Street, S.W., Washington, DC 20324.

(AGUZ-RCC)

By Order of the Secretary of the Army:

E. C. MYER
General, United States Army
Chief of Staff

Official:

J. C. PENNINGTON
Major General, United States Army
The Adjutant General

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ARNG: A
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ARMY NATIONAL GUARD AND ARMY RESERVE

APPOINTMENT OF COMMISSIONED AND WARRANT OFFICERS

OF THE ARMY

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Page 1-5, subparagraph 1-5e(1) is superseded to read:

(1) Officers of the Regular Army, as indicated in c(4)(b) above; Regular Army company grade officers who apply for Reserve appointment concurrent with their unqualified resignation; Regular Army field grade Medical Corps and Dental Corps officers subsequent to unqualified resignation; and Regular Army officers selected for involuntary discharge as a result of reduction in force. These officers are not eligible for appointment as Reserve commissioned officers with concurrent call to active duty.

Page 2-3, subparagraph 2-1s is expanded to add:

USAR officers are not authorized to branch transfer between a basic branch and a special branch or between special branches.

Page 2-4, subparagraph 2-2a(6) is superseded to read:

(6) Through the Army commander to Cdr, RCPAC, ATTN: AGUZ-RCA for applicants who are unit members to fill Mobilization Designee table of distribution vacancies.

Page 3-7, subparagraph 3-18c. Expand first sentence of subparagraph 3-18c to add:

on all persons without military background.

Page 3-9, paragraph 3-21 is expanded to add subparagraph 3-21g to read:

g. The following letters of appraisal will be included with the application for appointment of all persons without military service:

(1) Letter of appraisal from a college official who has had direct contact with the applicant.

(2) Letters of appraisal from last two employers (full or part time), using DD Form 370 (Request for Report from Employer, School, or Personal Reference). If applicant has had no work experience, two letters of appraisal from school officials in addition to (1) above, will be submitted.

(3) Letters of appraisal from two residents of the applicants home community.

Page 4-1, subparagraph 4-1a. Immediately following the seventh sentence add:

If members of the Active Army are not available, a Reserve who is on an Active Guard/Reserve (AGR) tour may be utilized.

(AGUZ-RCC)

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

J. C. PENNINGTON
Major General, United States Army
The Adjutant General

DISTRIBUTION:
To be distributed in accordance with DA Form 12-9A requirements for AR, Army National Guard and Army Reserve:
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ARMY REGULATION
No. 135-100

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, *17 March 1972*

ARMY NATIONAL GUARD AND ARMY RESERVE

APPOINTMENT OF COMMISSIONED AND WARRANT OFFICERS OF THE ARMY

Effective 1 May 1972

This revision incorporates administrative changes and changes resulting from study of direct appointments conducted in consonance with the Hollingsworth Board recommendations. Local supplementation of this regulation is prohibited except upon approval of the Commanding General, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-RCPD-PR, 9700 Page Boulevard, St. Louis, MO 63132.

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*This regulation supersedes AR 135-100, 2 January 1968, including all changes.

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CHAPTER 1

GENERAL

1-1. Purpose. This regulation establishes responsibility and provides procedures for the appointment of male and female commissioned and warrant officers in the Reserve Components of the Army. Exceptions to this regulation will be made only by HQDA on an individual basis. This regulation does not govern appointments of Reserve general officer grades (AR 135-155); Army Medical Department commissioned officers (AR 135-101); graduates of senior ROTC units (AR 145-1); or graduates of officer candidate schools (AR 351-5, AR 140-50). Throughout this regulation the words "he/his" are intended to include both the masculine and feminine genders and any exceptions thereto will be so noted.

1-2. Appointment limitations. Appointment of qualified applicants are limited to—

a. Commissioned officers to fill-

(1) Mobilization designee table of distribution vacancies as determined by RCPAC upon review of application.

(2) Ready Reserve troop program unit vacancies. Applications for direct appointment will be processed for position vancancies only when there is no qualified officer available. (See para 2-3*a*(3) for statement required in this instance.) This requirement is not applicable to enlisted personnel applying for OCS.

(3) The grade of captain or below to meet the need for Ready Reserve reinforcements for assignment to the Control Group (Reinforcement). Appointments will be tendered only to exceptionally well qualified individuals who cannot otherwise obtain a commission because of lack of position vacancy in USAR units, mobilization designation table of distribution vacancies, or inability to join a unit due to geographical location. Chaplains may be appointed to the Individual Ready Reserve (IRR) without regard to unit vacancies or geography.

(4) Active duty requirements when qualified Reserve officers are not available.

b. Warrant officers to fill—

(1) Mobilization designee table of distribution vacancies as determined by RCPAC upon review of application.

(2) Ready Reserve troop program unit vacancies based on MOS requirement regardless of the number of warrant officers assigned, provided warrant officers assigned as overstrength who are not qualified in the MOS required for the position vacancy are first given the opportunity to become qualified in the MOS and to accept assignment to the position. (See para 2-3*a*(3) for statement required in this instance.)

(3) Ready Reserve reinforcements for assignment to the Control Group (Reinforcement). Appointments will be tendered only to exceptionally well qualified individuals who cannot otherwise obtain a commission because of lack of position vacancy in USAR units, mobilization designation table of distribution vacancies, or inability to join a unit due to geographical location.

(4) Active duty requirements under specific allocations announced by HQDA, when qualified Reserve warrant officers are not available.

c. The restrictions in *a* above do not apply to—

(1) Warrant officers and enlisted personnel in the Active Army.

(2) Reserve officers in a grade above colonel who cease to occupy a position commensurate with their grade.

(3) Regular Army officers selected for involuntary discharge as a result of reduction in force, applying for appointment without concurrent active duty, effective upon the date after discharge.

(4) Regular Army officers applying for appointment in the Army Reserve concurrent with their unqualified resignation, and National Oceanic and Atmospheric Administration officers eligible for appointment as an exception to the provisions of paragraph 1-5*e*.

1-3. Appointing authority. The authority to tender appointments in accordance with paragraph 2-2 is delegated as follows (see AR 135-101 for Army Medical Department branches):

a. Headquarters, Department of the Army. The Adjutant General (CG, RCPAC) for the appointment of ARNGUS and USAR commissioned and warrant officers, except general officers, with or without concurrent active duty.

b. Area commanders. For the appointment of USAR commissioned and warrant officers residing within the geographical areas of their commands. This authority may not be further delegated except to Commanding Generals of US Army Western Command, Hawaii; US Army Base Command, Okinawa, US Army, Japan; and Eighth US Army, Korea; when appointment with concurrent active duty has been approved at HQDA. Appointments will not be effected in the following cases without prior approval of HQDA:

(1) When concurrent active duty is requested.

(2) In grade of lieutenant colonel or higher if applicant has not had prior service in the grade in which appointment is to be tendered.

(3) When the applicant has been previously separated from the service with severance pay.

(4) For assignment in the following branches:

(*a*) Chaplain.

(*b*) Judge Advocate General's Corps.

(*c*) Staff Specialist.

(5) Any application submitted under section V or VI, chapter 3.

(6) When warrant officer assignment is for—

(*a*) Army Bandmaster.

(*b*) Military Police Corps. See AR 195-3.

★*c. Excepted appointments.* As an exception to *a* and *b* above, the Commandant, US Army Aviation School will tender appointments in the USAR to enlisted graduates of the Warrant Officer Candidate Rotary Wing Aviator Course (AR 601-210 and AR 611-85).

1-4. Eligibility criteria. Individuals possessing the qualifications in *a* through *i* below may apply for appointment, except those individuals enrolled in or formally approved for officer candidate school or prewarrant officer programs.

a. Age. Minimum and maximum age limitations are shown in table 1-1. The applicant must not have reached the birthday of the maximum age indicated prior to appointment.

b. Citizenship.

(1) Except for medical, dental, and allied category specialists liable for induction, and as indicated in (2) below, an applicant must be a US citizen or have lawfully entered the United States for permanent residence under applicable provisions of the Immigration and Naturalization Act as amended, unless he is currently serving, or has served previously in the Armed Forces of the United States. Foreign nationals living in the United States or its possessions who have not applied for permanent residence (nondeclarant alien) may submit application for initial appointment with the provision that if acceptable, application for permanent residence will be made.

(2) Applicants for Military Intelligence and Civil Affairs branches must be citizens of the United States.

(3) Under no circumstances will appointment be made from the following categories:

(*a*) Applicants who have been convicted of wartime desertion or evasion of military service, as specified in the Immigration and Naturalization Act.

(*b*) Any individual barred from citizenship because of having applied for and having been relieved or discharged from service in the Armed Forces by reason of alienage.

c. Mental.

(1) Male applicants for appointment as a commissioned officer must achieve a score of 110 or higher on Aptitude Area GT of the Army Classification Battery or the Army Qualification Battery; a score of 115 or higher on the Officer Candidate Test; and a minimum composite Officer Candidate Test/Officer Qualification Inventory (OCT OQI) score of 200. An applicant for appointment as a warrant officer must have a recorded standard score of 110 or higher on the Army Aptitude Area GT. If the required score(s) is not recorded, the applicant must be tested to determine his mental qualification. Female applicants for direct appointment as a commissioned officer must achieve a score of 110 or higher on Aptitude Area GT of the Armed Services Vocational Aptitude Battery (ASVAB) or ACB-73.

(2) Provisions of (1) above are not applicable for appointment—

(*a*) In the Army Medical Department, Chaplain's Branch, or Judge Advocate General's Corps.

(*b*) Of a former commissioned officer applying for reappointment as a commissioned officer or appointment as a warrant officer.

(*c*) Of a former warrant officer applying for reappointment as a warrant officer.

(3) Applicants from one of the other Armed Forces will be required to submit evidence of attainment of a qualifying score on OCT and Aptitude Area GT, or the equivalent as measured by a counterpart of Aptitude Area GT, as shown

ponent of the Armed Forces of the United States for any of the following reasons:

(1) Under other than honorable conditions. If, upon appeal, an individual's discharge was changed to separation "under honorable conditions," he is not eligible for appointment solely because of such change. The change in the character of discharge does not alter the official record of the individual's service. Appointment will be tendered or refused, based upon the facts and merit of the individual case.

(2) For unsatisfactory service.

(3) Resignation for the good of the service in lieu of court-martial, elimination, or any form of disciplinary or corrective action.

(4) Commissioned officers having been twice passed over for promotion or otherwise released from active duty or active status because of failure to be promoted to a higher commissioned grade except—

(*a*) Individuals in this category are eligible to apply for appointment as warrant officer USAR if otherwise qualified.

(*b*) A Regular Army officer with less than 20 years of active Federal service who is discharged because of failure, after second consideration, to be selected for RA promotion, or who voluntarily resigns prior to discharge from the RA may apply to Cdr, RCPAC, ATTN: AGUZ-PAD, 9700 Page Blvd., St. Louis, MO 63132, for a Reserve commission. If it is determined applicants can be utilized in a Reserve status, they may be appointed in active Reserve status without regard to the limitations in paragraph 1-2, or, if desired, they may request concurrent transfer to the retired Reserve. Appointments will be tendered only to former RA officers whose overall record of previous performance indicates they have a high degree of potential for service in the Reserve Components.

(5) USAR warrant officers having been twice passed over for AUS or USAR promotion to a higher warrant officer grade are ineligible for appointment as commissioned officers or warrant officers. A Regular Army warrant officer with less than 20 years of active Federal service who is discharged because of failure, after second consideration, to be selected for promotion, or who voluntarily resigns prior to discharge therefor, may apply to Cdr, RCPAC, ATTN: AGUZ-PAD, for a Reserve warrant. If it is determined that the applicant can be used in a Reserve status during mobilization, he may be appointed in an active Reserve status without regard to the limitations in paragraph 1-2, or if he desires, he may request concurrent transfer to the retired Reserve. However, personnel so appointed will not be brought to active duty under any procurement program except *an involuntary order to active duty, during a mobilization.*

(6) Having been separated from any component of the Armed Forces as a security risk. Applications filed by individuals who were under security investigation at time of their separation will be forwarded to the Cdr, RCPAC, ATTN: AGUZ-PAD.

(7) For failure to maintain eligibility for retention in an active Reserve status. After a lapse of 1 year, an individual may be considered for appointment if the obstacles to active Reserve participation have been removed. An individual in this category must—

(*a*) Prove conclusively a valid reason for nonparticipation existed but is no longer an obstacle.

(*b*) Agree to participate actively if appointed.

d. Commissioned officers, warrant officers, and enlisted personnel drawing retired pay for services with any of the Armed Forces.

e. Commissioned officers of the Regular components of the Armed Forces, Public Health Service, and National Oceanic and Atmospheric Administration, except—

(1) Officers of the Regular Army, as indicated in *c*(4)(*b*)above; Regular Army company grade officers who apply for Reserve appointment concurrent with their unqualified resignation; and Regular Army officers selected for involuntary discharge as a result of reduction in force. These officers are not eligible for appointment as Reserve commissioned officers with concurrent call to active duty.

(2) Officers commissioned from the Army ROTC Program who are about to be separated from the National Oceanic and Atmospheric Administration prior to completion of at least 6

years' active duty. Such officers will be appointed upon discharge from the National Oceanic and Atmospheric Administration, if otherwise qualified, without regard to the provisions of paragraph 2-3*c*(4)(*c*).

f. Cadets, United States Military Academy, United States Air Force Academy and United States Coast Guard Academy, and midshipmen, United States Naval Academy.

g. Individuals who are pursuing a course of graduate study in one of the health professions (medicine, osteopathy, dentistry, veterinary medicine, or optometry) except those participating in programs sponsored by the Surgeon General.

h. Applicants whose appointment would cause them to hold simultaneously more than one Reserve status. This does not preclude appointment when separation from the current Reserve status can be accomplished. For example, an Army Reserve member on active duty cannot be separated from his current status so long as he is to remain on active duty in that status. His appointment to another Reserve status will not be made unless he is to be placed on active duty under the new Reserve status.

i. Individuals denied retired pay or annuities under the so-called "Hiss Act" (Act of 1 September 1954 (68 Stat. 1142), as amended (5 U.S.C. 8311 et seq.)).

j. Individuals who are, or have been, members of any foreign or domestic organization, association, movement, group, or combination of persons advocating a subversive policy or seeking to alter the form of Government by unconstitutional means, whose case has not been adjudicated favorably by the Department of the Army.

k. Citizens of the United States residing in a foreign country, except those—

(1) Residing in a country where the United States has troops stationed, or

(2) Residing in a country where the United States has a military mission, advisory, or similar group, or

(3) Employed by the US Government and on duty with an Embassy, Legation, or Consular office of the United States.

(4) Residing in an area occupied by the Armed Forces of the United States.

Note. Request to obtain the official consent of the country in which they reside to accept appointment as a USAR commissioned or warrant officer from individuals in (1), (2), and (3) above will be submitted through diplomatic channels.

★*l.* Except as indicated in AR 135-101, applicants with a Selective Service classification of 1-A, or whose classification could be changed to 1-A; with loss of deferment status, except when applying for appointment with concurrent active duty.

m. Enlisted members of the Reserve Components of the Armed Forces of the United States with a remaining service obligation who have not completed an initial tour of active duty or active duty for training. Applications may be accepted from such applicants when concurrent active duty is requested.

n. Applicants for appointment as commissioned officer who are unable to complete 20 years creditable service for retirement or retired pay prior to mandatory removal from an active status or those applying for concurrent active duty who are unable to qualify for retirement under Title 10, United States Code, section 3911, prior to attaining 28 years' service as computed under the provisions of Title 10, United States Codes, section 3853. Applicants for warrant officer appointment who are unable to complete 20 years of satisfactory active Federal service prior to age 62.

o. Individuals transferred to the Standby Reserve or discharged from the Army as a result of approved exemption from involuntary order to active duty as a member of the Ready Reserve.

p. Those who are in the military service of foreign government, or those employed by a foreign government.

q. Individuals will not be initially appointed under sections VI, VII, or VIII, chapter 3, who currently hold an appointment as a commissioned officer in the USAR. Further, no person will be appointed whose separation from pre

vious service was under circumstances that indicate there is an attempt to circumvent normal promotion procedures.

r.(1) Regular Army warrant officers whose appointment would cause them to hold dual warrant officer status. However, they may apply for direct appointment as a commissioned or warrant officer with concurrent active duty, provided a resignation from their Regular Army status is submitted.

(2) Regular Army warrant officers may apply for direct appointment as USAR commissioned officers, without concurrent active duty, to participate in the Dual Component Personnel Management Program (AR 600-39). Appointment for this program does not require the resignation from Regular Army warrant officer status. An RA warrant officer who was twice passed over for promotion or otherwise released from active duty or active status because of failure to be promoted to a higher commissioned officer grade is ineligible for appointment under this program.

1-6. Waiver. Request for waiver will be submitted with the application and must contain complete justification, including recommendations of intermediate commanders when applicable. Waiver of both education and experience will not be considered for appointment under section VI or X, chapter 3.

a. The following requests will be forwarded to the CDR, RCPAC, ATTN: AGUZ-RCA:

★ (1) All requests for waiver of maximum age and grade for field grade appointments under section II, chapter 3. Waiver of minimum age will not be authorized. Exceptions to maximum age, education, experience, and military training will be considered when individuals possess unusual skills or technical qualifications fulfilling a specific need. Waiver of both education and experience will not be considered for appointment under section VI or X, chapter 3.

(2) Waiver for appointment in the grades of lieutenant colonel and colonel of applicants without prior commissioned service.

(3) Waiver of conviction of the following offenses will be submitted with the application and evaluated with the National Agency Check:

(*a*) Felony under local, Federal, or military law.

(*b*) One which resulted in sentence to confinement in prison, stockade, or detention area, or in sentence to hard labor.

(*c*) One involving moral turpitude.

(4) Applications from individuals employed by a foreign government for final determination by the Secretary of the Army.

(5) Waiver of requirements set forth in paragraph 3-11*a* and *c* for appointment in The Judge Advocate General's Corps.

(6) Waiver of the provisions of paragraph 1-5*c*(4) will be considered for those individuals who were discharged as a result of twice failing of selection for USAR promotion based on promotion service accrual while regularly enrolled as students in approved medical or dental schools or while undergoing civilian internship or residency training.

(7) Exceptions to paragraph 1-5*o* may be made when appointment is for concurrent active duty. Those members of the Standby Reserve requesting waiver under this subparagraph must also meet the requirements of paragraph 1-5*h*.

(8) Waiver of the provisions of paragraph 1-5*n* may be considered at HQDA on an individual basis when an applicant applying for appointment without concurrent active duty possesses outstanding qualifications.

(9) Waiver of warrant officer MOS not authorized by procurement directives for concurrent active duty will not be considered for appointment under section X, chapter 3.

b. Waiver of disqualifications other than those authorized in this paragraph will be granted only by the Secretary of the Army upon the recommendation of the CNGB or CAR through DCSPER, DA. Requests for waiver will be submitted through command channels, must fully justify the waiver as being in the best interest of the Army, and must clearly state, with supporting documentation, that the experience or professional qualifications of the individual uniquely suit the position to which he or she is to be appointed.

c. Requests will be forwarded directly to HQDA (DACH-ZA) WASH DC 20310 for exceptions to to maximum age limitations for initial appointment in the Chaplains Branch. Applicants ineligible under paragraph 1-5*n* must complete the statement in paragraph 2-1*p*.

d. Area commanders may grant a waiver for offenses under military or civil codes, except as specified in *a*(3) above, if the applicant's conduct and character at this time are above reproach and the potential value of the applicant's services is considered to be very high.

1-7. Grade on appointment. If otherwise qualified, applicants may be appointed in grades indicated.

a. Commissioned officers.

★(1) Warrant officers and enlisted personnel will not normally be appointed under section II, chapter 3, above the grade of second lieutenant. Exceptions may be made by the CONUSA to a higher company grade and by HQDA (RCPAC) for a field grade where outstanding leadership performance in combat or exceptional qualifications make the action in the best interest of the Army.

(2) Officers and former officers.

(*a*) Former Army officers in the highest grade satisfactorily held or in the last grade held if reduced from a higher grade.

(*b*) Reserve officers or former commissioned officers of the other Armed Forces of the United States, United States Public Health Service, including temporary officers thereof, and officers of the National Oceanic and Atmospheric Administration when applicable, in the Army grade comparable to the last grade satisfactorily held.

(*c*) Former second lieutenants who upon appointment would be eligible for promotion to first lieutenant may be appointed in the grade of first lieutenant.

(*d*) Reserve general officers (not on active duty) who are discharged because they cease to occupy a position commensurate with their grade or a higher grade may be appointed in the Reserve grade held prior to being appointed in a general officer grade.

(3) Appointment to fill troop program unit and mobilization designation vacancies will be in the appropriate branch and in the grades authorized in (1) and (2) above and (4) and (5) below. An applicant who is qualified for appointment to the grade of second lieutenant may be appointed to fill only a vacancy in which the TOE or TDA authorized grade is lieutenant. An applicant qualified for appointment in a grade of first lieutenant or above may be appointed in a vacancy in which the TOE or TDA authorized grade is up to two grades above the grade of appointment. An officer occupying a position in which a higher grade is authorized will not be counted against the strength authorization in the TOE/TDA for his grade.

(4) For grades on appointment with assignment to the Judge Advocate General's Corps, Civil Affairs, as professional and technical specialists, or Chaplains, see appropriate sections in chapter 3 of this regulation. For female applicants for appointment, see section V, chapter 3. For grades on appointment in the Army Medical Department, see AR 135-101.

(5) Applicants may be appointed in grades up to and including colonel.

★*b. Warrant officers.* Appointments will be as warrant officers, W-1, except with CONUSA approval—

(1) Chief warrant officers and former chief warrant officers may be appointed in the highest warrant officer grade satisfactorily held.

(2) Commissioned and former commissioned officers who have served a minimum of 2 years active service in a commissioned status may be appointed in the grade of chief warrant officer, W-2.

(3) Enlisted personnel serving in grades E8 or E9 may be appointed in the grade of chief warrant officer, W-2, provided they have served at least 2 years in an active status in either of those grades as of date of appointment.

1-8. Service obligations. *a.* For obligations incurred upon initial appointment, see AR 135-91 and DA Forms 3574 and 3575.

b. Nonobligated personnel appointed as commissioned or warrant officers must be available for service during any emergency or mobiliza-

tion. Applicants must have full knowledge of this requirement when submitting applications.

c. Applicants appointed as commissioned or warrant officers with concurrent active duty are required to serve in an active status for a specified period. The duration of this term of service will be in accordance with regulations or Department of the Army circulars announcing each procurement program.

Table 1-1. Minimum and Maximum Age Limitations

Grade	*Minimum age*	*Maximum age*
★Second lieutenant, except chaplain candidates	18	28
★Second lieutenants—chaplain candidates	18	30
First lieutenant	21	33
Captain	--------	39
Major	--------	48
Lieutenant colonel	--------	51
Colonel	--------	55
Warrant officer	18	46

Maximum age limitations may be increased for former officers and warrant officers by an amount not more than the length of previous service in grade in which appointment is authorized. (Previous service includes active duty or active Reserve service in any component of the Armed Forces.) An increase in age is not authorized if an applicant will have less than 2 years to serve before being removed from an active status under provisions of AR 140-10, or if applying for appointment and concurrent active duty before being removed from active duty with the Active Army under the provisions of AR 635-100.

Table 1-2. Qualifying Score Equivalents

Armed Force	*Minimum qualifying score*	*Score system*	*Aptitude composite or area*	*Test batteries*
Navy	110	Navy standard	General technical aptitude composite (GCT + ARI)	BTB.
Air Force	65	Percentile	General aptitude area	ACB, ACT, AQE.
Marine Corps	110	Army standard	General technical aptitude area	ACB.

CHAPTER 2

PROCESSING

2-1. Applications and allied papers. Applications for appointment will include the following documents, except as indicated in *r* through *t* below:

a. DA Form 61 (Application for Appointment) in triplicate.

(1) When submitted under section VI, chapter 3, the specialty for which applying will be shown below in Item 35 (Remarks).

(2) Individuals currently holding any other USAR status will include a statement in Item 35 that they understand their present Reserve status will be vacated by acceptance of appointment.

(3) Individuals serving in oversea commands will include in Item 35 the scheduled date of return to CONUS or rotation to another location in an oversea command.

(4) When submitted under section V, chapter 3—

(*a*) Applicant will indicate three branch preferences (see para 3-17).

(*b*) Item 35 will include a statement that the individual understands that, if accepted for appointment, her application for branch assignment is not a commitment by the Army or the individual, and that branch selections are made in accordance with the Army's needs and the individual's qualifications.

b. Documentary evidence of educational qualifications. Consolidated transcripts of college and university study will be signed by an official of the institution attended. Photostatic or true copies are acceptable.

c. DD Form 398 (Statement of Personal History) in duplicate.

d. Forms required for completion of personnel security investigation as specified in AR 381-20. Applications for appointment and concurrent active duty will include a statement that a National Agency Check or other investigation of broader scope has been initiated (date initiated) or that such investigation has been conducted previously, with identifying date.

e. Standard Form 88 (Report of Medical Examination) will be prepared in duplicate and Standard Form 93 (Report of Medical History) will be prepared in original only. If a previous medical examination is valid under AR 40-501, a new medical examination will be required only if the appointing authority has reason to question the medical fitness of the applicant, or if the applicant requests an examination. Any applicant drawing a pension, disability compensation, or retirement pay must undergo a medical fitness examination regardless of how recently his last medical examination was completed. Applicants, except members of the other Armed Forces, applying for appointment with concurrent active duty will not be required to undergo a medical examination until notification is received from the CG, RCPAC, of selection for appointment. Applicants for appointment without concurrent active duty will not be required to undergo medical examinations until selected for appointment.

f. Additional information required for appointment in Military Intelligence and Military Police Corps.

(1) Applications for Military Intelligence Branch with concurrent active duty will, without regard to any prior investigation completed, include five copies of DD Form 398 (Statement of Personal History) with all applicable items completed as prescribed in AR 381-20 and record of prior clearances entered on the last page of DD Form 398 from personnel records; two copies of FD Form 258 (Fingerprint Card); DD Form 1584 (Department of Defense National Agency Check Request); and two full length photographs approximately post card size.

(2) Applications for Military Intelligence Branch without concurrent active duty will include the documents prescribed in AR 140-192 and AR 614-103.

(3) Applications for appointment as a warrant officer in the Military Police Corps will include documents prescribed in AR 195-3.

g. Photostatic copy of DA Form 152 (Certificate of Completion of Course) when required.

h. DA Form 160 (Application for Active Duty) in duplicate, when applying for concurrent active duty. Individuals who are members of the other Armed Forces when applying for MOS/SSI requiring completion of specific Army courses must

indicate in Item 13 (Remarks) completion of equivalent formal instruction within the specific area. Applications must contain evidence indicating courses completed and scope of instruction.

i. A signed statement will be furnished by former conscientious objectors expressing abandonment of such beliefs so far as they pertain to their willingness to bear arms and to give full and unqualified military service to the United States and agreeing that they will not apply for separation by reason of conscientious objection during the period of their contracted agreement.

j. A statement by a conscientious objector applying for appointment in the Chaplains Branch or a corps of the Army Medical Department (except Veterinary Corps) to the effect that he conscientiously objects to combat service but is willing to perform full and unqualified service as a Chaplain or officer of the Army Medical Department (except Veterinary Corps). Conscientious objectors applying under the provisions of this paragraph must possess a Selective Service classification of no higher than 1-A-0 (as opposed to I-O).

k. Members of Reserve Components not on active duty, of the Navy, Air Force, Marine Corps, Coast Guard, and Public Health Service, must submit a conditional release obtained through official channels. Members of the other Armed Forces (except US Coast Guard) on active duty will be accepted and processed without statement of conditional release from the losing service. Applications from members of the US Coast Guard must be accompanied by a conditional release or a copy of a request for such release.

l. A statement from the State adjutant general that a member of the ARNG or ARNGUS applying for appointment, if tendered an appointment, will be separated from his National Guard status.

★*m.* Nonprior-service applicants who have not previously incurred a service obligation will complete Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment (DA Form 3574) in triplicate.

★*n.* Prior-service applicants appointed following a break in service will complete Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment (DA Form 3575) in triplicate.

o. An individual not a citizen of the United States by birth will submit a statement as shown in figure 2-2. Children born of an American parent or parents outside the United States acquire citizenship through the parent or parents. Citizenship verification of persons born abroad of an American parent or parents will be made in one of two ways:

(1) Presentation of a Certificate of Citizenship (Form N-600) issued by the Immigration and Naturalization Service. To preclude a future challenge to their claim of citizenship, applicants not having this document should be advised to make application at the nearest office of the Immigration and Naturalization Service.

(2) Presentation of an authenticated copy of Department of State Form 240 (Report of Birth Abroad of a Citizen of the United States of America). This form is also referred to as the Consular Report of Birth. Applicants may ob-

tain this document from the Authentication Officer, Department of State, WASH, DC 20520.

p. The following signed statement from an applicant for appointment as a Chaplain who because of paragraph 1-5*n* is unable to qualify for retirement benefits. This statement is not required for those individuals who cannot qualify for retirement under 10 U.S.C. 3911 prior to attaining age 60.

I understand that, because of my age, the possibility of my becoming entitled to military retirement benefits under existing legislation is contingent upon the passage of future events which are not accurately predictable at this time.

q. Applicants will complete a chronological listing of all civilian employment and degree of responsibility at each position.

r. During a time of induction a statement by applicants who are enlisted members of the Reserve Components of the Armed Forces and who have completed 6 months active duty or an initial tour of ADT acknowledging that if their induction is caused by failure to participate satisfactorily in required training, they will be ineligible for active duty as an officer or warrant officer and their commission or warrant will be terminated.

s. In lieu of formal application the following may request appointment in letter form:

(1) Regular Army officers applying for USAR appointment concurrent with Regular Army resignation.

(2) Individuals currently serving on active duty as officers of the other Armed Forces when applying for appointment with concurrent active duty as prescribed in AR 614-120.

(3) Warrant officers applying under paragraph 3-33*a*(3) and (4), and former officers under paragraph 3-33*a*(5) when applying within 1 year from date of discharge. Such applicant must meet requirements of paragraph 1-4*g*.

(4) USAR officers applying for appointment in another branch or grade. Such applicants must furnish documentary evidence of educational level as required for the branch and any additional forms, documents, or information as required by other regulations or the section of those regulations governing the particular branch. In addition, a current medical examination as prescribed in AR 140-120 is required.

(5) Regular Army officers eligible to apply for Reserve appointments as commissioned officers, without concurrent active duty, effective upon date after discharge.

t. For members of the National Oceanic and Atmospheric Administration applying under paragraph 1-5*e*, the forms required by *a*, *c*, *d*, and *f* above.

u. Name in which appointed. Ordinarily, applicants will be appointed in the name reflected in a birth, baptismal, citizenship, or naturalization certificate, or court order authorizing a change of name. An individual may be appointed at his request in the name by which he is known in his community, provided the assumption of that name was not for fraudulent purposes.

(1) An applicant desiring to be appointed in a name as indicated above will be required to submit a written request for name change. The signatures of two individuals who can attest to the truth of the applicant's request must also be furnished. The statement of these individuals should read "The attached information is true to the best of my knowledge and belief." The statement must be dated and signed, current addresses (including ZIP codes) must be given, and the relationship to the applicant must be indicated. It is preferable that the witnesses include the applicant's natural parents, stepparents, or legal guardian. In appropriate cases, the witnesses may include reliable members of the community, such as school officials, clergy, close relatives, and neighbors.

(2) In appropriate cases, the DD Form 369 (Police Record Check) should be accomplished reflecting both the name as recorded on one of the official documents indicated above, and the name assumed by the individual.

v. A copy of enlisted applicant's DA Form 20 (Enlisted Qualification Record) and/or DA Form 2-1 (Personnel Qualification Record-Part II) will accompany the application. Applicants who are members of the Air Force, Navy, Marine Corps, or US Coast Guard will submit a copy of the

equivalent form used by the parent service.

w. Individuals with more than 17 years of active Federal service who apply for appointment as a warrant officer with concurrent active duty must complete the following statement:

I, _____, hereby volunteer to remain on active duty for a period of 3 years in warrant officer status subsequent to my appointment and/or call to active duty. I understand that my retention on active duty during this period is subject to the normal release provisions outlined in AR 635-100. I further understand that I may not be voluntarily retired prior to completion of this service obligation.

x. A statement signed by a responsible official from one of the other Armed Forces that a favorable NAC (para 1-4*h*) exists on an individual serving on active duty with that Armed Force will be accepted by the Department of the Army. The statement must indicate the date and by whom the NAC was completed. Certification by the applicant is not acceptable.

★*y*. A recent photograph, full length, approximately postcard size, with the applicant's name on the reverse, will accompany the applications of all personnel requesting appointment as a warrant officer with concurrent active duty.

2-2 Submission of application. Applications for appointment will be submitted and processed under this chapter, except that applicants for appointment under chapter 3 must meet special requirements outlined in that chapter. Applications for appointment in the Army Nurse Corps and the Army Medical Specialist Corps will be guided by AR 135-101 and applicants for appointments in the other corps of the Army Medical Department by AR 135-101. No command or headquarters, except that conducting the evaluation board (para 2-3*c*(4)*(c)*) will hold an application beyond 5 working days. Applications will be submitted as follows:

a. For appointment with assignment to Army Reserve Troop Program units, mobilization designee table of distribution vacancies and Ready Reserve Reinforcement vacancies—

(1) Through the unit commander for enlisted and warrant officer members of active Reserve units.

(2) Through the commander of the unit where assignment is requested for individuals not members of the Army Reserve.

(3) Through the commanding officer of the unit where applicant is assigned for duty when individual is currently on active duty.

★(4) Through the Cdr, RCPAC, ATTN: AGUZ-RCA or the oversea area commander, as appropriate, for applicants who are nonunit members of the Ready Reserve or members of the Standby Reserve.

(5) Through the Army commander for Ready Reserve Reinforcement vacancies except those submitted through (4) above.

★(6) Through the Army commander to the Cdr, RCPAC, ATTN: AGUZ-RCA for applicants to fill Mobilization Designee table of distribution vacancies.

b. For appointment with concurrent active duty.

★(1) USAR personnel who are members of a troop program unit will submit applications through the unit commander direct to the appropriate area commander. Nonunit USAR personnel will submit applications direct to Cdr, RCPAC, ATTN: AGUZ-RCA or appropriate oversea area commander.

(2) ARNGUS personnel will submit applications through normal Army National Guard channels to the appropriate State adjutant general who will forward the approved applications to the appropriate area commander.

(3) Individuals from civilian status will submit applications direct to the appropriate area commander.

(4) Applications for appointment in the Chaplains Branch will be forwarded by the applicant direct to HQDA(DACH-ZA) WASH DC 20310.

(5) Personnel on active duty with any of the other Armed Forces will submit applications to the commander having custody of their personnel records who will forward the applications to the appropriate area commander.

★(6) Applications from Air Force members who are OSI agents will be forwarded through AF District Offices to the Directorate of Special Investigations (AFISIM) for indication of date

the applicant can be made available if selected. Applications will be forwarded by the Director of Special Investigations direct to Cdr, RCPAC, ATTN: AGUZ-RCA, 9700 Page Boulevard, St. Louis MO 63132.

★(7) Personnel on active duty with the Army will submit applications through their unit and intermediate commanders to the commander having custody of their personnel records who will forward the applications through installation commander direct to the Cdr, RCPAC, ATTN: AGUZ-RCA.

(8) Personnel who are on active duty with the Army and assigned to activities in the District of Columbia but are not within a geographic area of responsibility of an installation commander will submit their applications for processing to the Commander, US Army Military District of Washington, Fort Lesley J. McNair, WASH DC 20319.

(9) Applications from personnel on active duty applying for Warrant Officer 202A, Medical Equipment Repair Technician, and Warrant Officer 011A, Military Physicians' Assistant, will be forwarded by the installation commander directly to Cdr, USAMEDDPERSA. ATTN: SGPE-PD, Forrestal Building, Washington, DC 20314.

2-3. Processing of application. *a.* The commander initially receiving the application or the commander having custody of the applicant's personnel records (for personnel on active duty with the Army) will—

signed by a Reserve officer of the Army and taken before a person believed qualified but actually unauthorized to administer oaths, is ineffective as an oath of office because of defective attestation. However, it is valid as an acceptance and will be recorded as such on all Army records. In such instances, a valid oath of office will be secured and will be dated as of the date actually accomplished. Both oaths will accompany the papers forwarded under the provision of paragraph 2–8*b* (1).

(4) When the appointment involves a warrant officer or enlisted member of the Active Army; enter in parentheses under appointee's address, the individual's current grade.

(5) When credit for service in an active status based on education and experience is used to determine grade eligibility at the time of appointment, the number of years, months, and days credited will be indicated after "D" on the letter of appointment.

(6) An oath of office executed with reservations of any nature or modification will not be recorded as an acceptance. If the individual does not desire to execute an oath without reservations, the appointment will be canceled.

c. If the individual fails to reply within 90 days or not in sufficient time to comply with orders for concurrent active duty, unless for justifiable reasons, notify the appointee of withdrawal of the appointment and request return of documents forwarded to the individual.

d. Major commanders will notify HQDA (DAPC–OP (appropriate control branch)), Alexandria, VA 22332, of all selected officers not ordered to active duty, including the reason therefore. The CDR, RCPAC, ATTN: AGUZ–PAD, will be notified when selected applicants are not tendered an appointment or when the appointment is not accepted.

e. The oath of office will not be executed prior to date of entry on active duty when the appointment is for concurrent active duty and the appointee is currently serving in the active Armed Forces. When an appointment is contingent upon satisfactory completion of prescribed schooling, the oath of office will not be executed prior to date of graduation.

f. If the appointee declines the appointment, the letter of appointment and allied papers, together with the letter of declination, will be forwarded to the CDR, RCPAC, ATTN: AGUZ–PAD, when HQDA is the appointing authority.

2–8. Disposition of appointment documents. *a.* Upon receipt of DA Form 71, the appointing authority will—

(1) Record the officer's date of acceptance on letter of appointment.

(2) For all original appointments, forward an officer's commission (DD Form 1A), or warrant officer's commission (DA Form 1290). The date of the individual's acceptance will be shown on the commission or warrant as the date of appointment. DA Pam 600–2 (The Armed Forces Officer) will also be forwarded to commissioned officers.

b. The appointing authority will take the following action:

★(1) Forward the following documents, *in the order shown*, to HQDA (DAPC–PAR) Alexandria, VA 22332, when appointment is for concurrent active duty, and to the CDR, RCPAC, ATTN: AGUZ–RMC–O for all other appointments.

(*a*) One copy of the letter of appointment.

(*b*) DA Form 71.

(*c*) Original DA Form 61.

(*d*) Original SF 88.

(*e*) Original DD Form 1584 when appropriate.

(*f*) Original DD Form 398.

(*g*) Original DA Form 160, when applicable.

(*h*) Original DA Form required by paragraph 2–1*m* or *n* as applicable.

★(2) File copies of the records indicated in (1) (*a*), (*c*), (*d*), (*e*), (*f*), and (*h*) above with a copy of the SF 93 in the Military Personnel Records Jacket or Health Record, as appropriate. AR 640–10 governs the identification of documents filed in the Military Personnel Records Jacket. For officers appointed with concurrent active duty, these records will be forwarded to the first duty station of the individual. For individuals appointed from an Active Army status, forward the records to the commanding officer of the individual's unit. For all other appointees, records will be forwarded to the appropriate commander or the CDR, RCPAC, ATTN: AGUZ–RMC–O.

c. The authority tendering appointment will establish necessary procedure to notify the appropriate State adjutant general or the losing service

of the acceptance by their members of appointment as Reserve commissioned or warrant officers of the Army. Notification will contain sufficient information for the losing agency to identify the individual involved. Forward a copy of the letter of appointment to HQDA (DAMO-IAZ) WASH DC 20310, when appointment is made for assignment to the Civil Affairs Branch.

d. The area commander will forward a letter as outlined in figure 2-5 to each officer initially commissioned in the USAR who is not ordered to concurrent active duty or who is not serving on active duty in any status.

★*e.* The report of the examining board and related papers will be disposed of as prescribed in AR 340-18-7. Answer sheets (DA Form 6215-1) for the Biographical Information Blank will be forwarded to the US Army Behavior and Systems Research Laboratory, Room 239, Commonwealth Building, 1320 Wilson Boulevard, Arlington, VA 22209. Original documents belonging to each applicant will be returned when they have served their purpose.

2-9. Commissions and warrants. Stocks of DD Form 1A and DA Form 1290 will be obtained from AG publications channels. Appointing authorities will safeguard these forms at all times and protect them from mutilation during mailing.

2-10. Army Reserve appointments by grade, branch, and source (DA Form 2490), Requirements Control Symbol AG-632. *a. Purpose.* This report is required by law (10 U.S.C. 3353(d)). In addition, it will be used in evaluating the Reserve Component policies and as a source of furnishing appointment data to responsible agencies.

b. Preparing agencies. Appointment authorities are responsible for preparing and submitting this report for each calendar year. Report will be dispatched in single copy to the CDR, RCPAC, ATTN: AGUZ-PAD, not later than 5 workdays following the end of the calendar year.

c. Forms. Report will be submitted on DA Form 2490 which will be obtained from AG publications channels.

DEPARTMENT OF THE ARMY
HEADQUARTERS _____ ARMY
(Address)

DATE_____

SUBJECT: Army Reserve Officer Career Development Pattern

TO: Upon Initial Appointment—to each officer of the USAR not ordered to, or serving on active duty in any status

1. In connection with your appointment in the Army Reserve, I take this opportunity to welcome you into the officer ranks of the Army of the United States. Your selection from among your contemporaries in the face of keen competition attests to your recognized leadership, ability, and potential. Upon being sworn and executing the oath of office as a Reserve Commissioned Officer of the Army, you become entitled to all the privileges of your new status. You also incurred certain attendant statutory, moral and customary obligations and responsibilities. While enjoying the former, be aware of the latter and do not lose sight of them, for the Army, while rewarding merit, is also a strict disciplinarian and a stern taskmaster.

2. Your initial appointment logically is only the beginning, a steppingstone to the realization of higher aspirations in your military career. Within statutory limitations and dependent upon various factors and circumstances affecting you personally, there exist in the Army Reserve many opportunities for you to make significant contributions, further your military education and skill, and, of course, earn professional advancement. You are encouraged to take maximum advantage of these opportunities to realize personal satisfaction and to discharge with fidelity the obligations of your office by preparing yourself to assume progressively greater responsibilities, thereby enhancing your future promotion potential.

3. In order that you may anticipate a reasonable pattern for career advancement and establish a personal military career goal, promotion policies and regulations are important considerations. To assist you in this respect minimum general promotion eligibility criteria are summarized herein. These are statutory requirements exclusive of observed past performance and predicted future performance. Should you wish more detailed information, please refer to AR 135-155.

a. An officer assigned to a TOE/TD troop program unit may be considered for promotion if an authorized position vacancy exists for the higher grade, provided he has completed, as appropriate—

2 years in grade of first lieutenant;
4 years in grade of captain;
4 years in grade of major; or
3 years in grade of lieutenant colonel.

b. Consideration of a nonunit officer (and unit officer if not earlier promoted) for promotion to the next higher grade is mandatory upon his meeting the time in grade and total years of commissioned service requirements, which ever occurs later, as follows:

3 years in grade of second lieutenant;
4 years in grade of first lieutenant and 6 total years of service;
7 years in grade of captain and 12 total years of service; or
7 year in grade of major and 17 total years of service.

c. For consideration for promotion to general officer grade, an officer must have served at least 2 years in the next lower grade; and must occupy an authorized general officer position

Figure 2-5. Letter of initial appointees.

in a troop program unit; if assigned to other than a troop program unit, he also must have completed 19 years of service.

d. Time in grade and total years of service requirements for mandatory consideration for promotion to the grade of colonel are announced annually by Headquarters, Department of the Army.

4. Assignment to a troop program unit in pay drill status is the means of USAR participation preferred by most officers. However, the number of pay spaces authorized is limited on a fiscal year basis by the availability of appropriated funds. Also, vacancies may not exist in units in your geographical area, or units may not be located in such proximity to your domicile or place of business as to be reasonably available for your participation. Should either of the situations occur, it is suggested that you explore fully other means of participating which will benefit you and lend themselves to attainment of your personal military career goal. These alternate and complementary means of participation are: assignment as a mobilization designee, assignment to a Reinforcement Training unit, attendance at USAR schools, attachment to a unit of training and completion of Army Extension courses, if eligible.

5. Current Department of the Army policy directly relates an officer's advancement to his military education. While there are a number of courses available to USAR officers, both in USAR schools and at Active Army service schools, certain clearly defined military educational attainments commensurate with an officer's grade are prerequisite to promotion consideration. With several ramifications, required military education is progressive from the basic branch officers course for captains through the Command and General Staff College for colonels and general officers. It should be noted at this point that it is the responsibility of each individual officer to take positive action to maintain the military educational level required of his branch and grade, and to prepare himself for advancement. In this connection, it is suggested that you review the requirements contained in AR 135-155 for specific applicability to your expected career progress.

6. The foregoing information is of necessity somewhat abbreviated. It is planned, however to continue timely periodic coverage of the latest promotion policies and career planning information in the Army Reserve Magazine. In the meantime, you may address inquiries concerning your Army Reserve status and career progress to your unit commander or, if you are not assigned to a unit, to the Commanding General, U.S. Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-CMD, 9700 Page Boulevard, St. Louis, MO 63132.

Signature of Army Commander

Figure 2-5.—Continued.

(*b*) Actively engaged in a denominationally approved religious vocation.

(*c*) Recommended as being qualified spiritually, morally, intellectually, and emotionally to represent the applicant's religious body in the Army chaplaincy.

(*d*) As an exception to the above, a senior theological student requesting active duty upon graduation must secure conditional ecclesiastical indorsement by a recognized indorsing agency. The conditional indorsement will indicate the applicant will receive full indorsement upon graduation from the seminary and/or ordination. The Chief of Chaplains will verify ecclesiastical indorsements prior to appointment.

b. Applicants for initial appointment in the grade of second lieutenant with assignment to the Staff Specialist Branch, SSI, 00A56 (Chaplain Candidate) must meet the following:

(1) Present consolidated transcript of a minimum of 120 semester hours of undergraduate credits completed in a school as described in *a*(1)(*a*) above.

(2) Present ecclesiastical approval from recognized denominational indorsing agency.

(3) Present a statement from the registrar of a graduate theological seminary, or other graduate school as described in *a*(1) above that the applicant is either enrolled as a full-time student or has been accepted for the next entering class.

(4) Applicant must sign the following statement and attach it to DA Form 61:

If appointed in the grade of second lieutenant, USAR, SSI 00A56 (Chaplain Candidate) for assignment to the Staff Specialist Branch, I agree to apply for and accept a Commission as first lieutenant, USAR, with assignment to the Chaplains Branch, within 3 years of graduation from seminary and ordination. I further agree to serve a minimum period of 3 consecutive years active duty if the Department of the Army requires my services provided I receive written ecclesiastical indorsement for active duty from a recognized ecclesiastical indorsing agency.

3-7. Grade. *a*. Appointment will not be made in the grade of second lieutenant, except as provided in *c* below, or in general officer grades.

b. Appointment may be made in the following grades:

(1) Applicants without prior commissioned service above the grade second lieutenant—first lieutenant. Applicants initially appointed under this authority will be credited with 3 years service in an active status.

(2) Reserve officers or former officers, including chaplains of any of the Armed Forces—in a grade corresponding to the last grade held.

(3) Reserve officers or former officers of the Armed Forces who have previously served sufficient time in grade to qualify for mandatory consideration for promotion to the next higher grade—in the higher grade.

★*c*. Individuals (para 3-6*b*) may be appointed as second lieutenants with assignments to the Staff Specialist Branch, SSI 00A56, until such time as they become eligible for appointment as first lieutenant in the Chaplains Branch, without regard to quotas. An individual, when appointed first lieutenant, will be credited with 3 years service in an active status notwithstanding the fact he has served in the grade of second lieutenant, Staff Specialist Branch, USAR, as a Chaplain Candidate.

3-8. Applications. *a*. Applicants for the Chaplain Branch and/or the Staff Specialist Branch (Chaplain Candidate) will not be required to appear before an examining board except as directed by Headquarters, Department of the Army. Individuals applying for grades above second lieutenant will furnish the documents indicated below and those required by chapter 2. Individuals holding appointments as second lieutenants, Staff Specialist Branch, with SSI 00A56, need not submit transcript of undergraduate studies or forms required by chapter 2 other than DA Form 61, SF 88, and SF 93.

(1) *Senior theological students.*

(*a*) Transcript and statement of registrar as specified in paragraph 3-6*a*(1)(*e*).

(*b*) Conditional ecclesiastical indorsement as specified in paragraph 3-6*a*(2)(*d*).

(2) *Other applicants.*

(*a*) A consolidated transcript of undergraduate and graduate work.

(*b*) Ecclesiastical indorsement.

b. Individuals applying for the grade of second lieutenant will furnish the papers required by chapter 2 and the additional documents specified in paragraph 3-6*b*.

★*c*. Ecclesiastical approval, conditional indorsements, or ecclesiastical indorsement will be forwarded directly to HQDA (DACH-PEP) WASH, DC 20310, by the applicant or the denominational indorsing agency. Area commanders are authorized to forward applications and allied papers to

HQDA (DACH-PEP), without these documents when application is for appointment without concurrent active duty.

d. When a second lieutenant assigned to the Staff Specialist Branch, SSI 00A56 (Chaplain Candidate) fails to qualify for appointment as first lieutenant with assignment to Chaplains, action will be taken as prescribed in AR 135-175.

e. Applicant will furnish two copies of a recent photograph, head and shoulder type, 3″ × 5″, with his name printed on the reverse side.

f. Applicants for appointment as chaplains may be appointed prior to completion of a National Agency Check provided they sign a statement of understanding as shown in figure 3-2.

★**3-9. Verification of ecclesiastical and educational qualifications.** *a.* The area commander will forward the application and allied papers of favorable considered applicants to HQDA (DACH-PEP) WASH, DC 20310.

b. HQDA (DACH-PEP) will secure verification of the ecclesiastical and educational qualifications of the applicant and return the application and allied papers to RCPAC (AGUZ-RCA-A) with a statement that the applicant does or does not meet ecclesiastical and educational requirements.

Section IV. APPOINTMENT IN THE JUDGE ADVOCATE GENERAL'S CORPS

3-10. General. This section prescribes the special requirements for appointment of personnel in The Judge Advocate General's Corps. Only qualified applicants will be appointed to The Judge Advocate General's Corps. This section sets forth the minimum requirements.

3-11. Special requirements. Each applicant for assignment in The Judge Advocate General's Corps must meet the following requirements in addition to those shown in chapter 1.

a. Graduate of a law school approved by the American Bar Association, with a professional degree. Waiver of law school will be considered in accordance with paragraph 1-6*a*(5), only when the applicant possesses unique professional experience as determined by The Judge Advocate General.

b. Admitted to practice and have membership in good standing of the bar of the highest court of a State of the United States or a Federal court.

c. Actively engaged in the practice of law, the teaching of law, or in judicial office for a minimum period of 2 years immediately preceding the effective date of appointment. The 2-year period may be reduced, in the discretion of The Judge Advocate General, on the following basis, for periods of military service (if not otherwise creditable against the practice requirement):

(1) Full credit for periods of active military service.

(2) Half credit for periods of service (other than active duty) in the Ready Reserve in a Reserve component of the Armed Forces.

d. Waiver of this requirement will be considered in accordance with paragraph 1-6*a*(5) only in the case of outstanding applicants whose services are desired for immediate active duty or who have completed the course of study prescribed in AR 135-316 for minimum qualification as an officer in The Judge Advocate General's Corps. An individual whose application is disapproved because of failure to satisfy the 2-year practice requirement may reapply when eligible without regard to the provisions of paragraph 2-5.

3-12. Grade. *a.* A person may be appointed in the grade of first lieutenant through colonel for assignment to The Judge Advocate General's Corps, He will be appointed—

(1) In the highest grade (or comparable grade) held satisfactorily in The Judge Advocate General's Corps, or in an assignment corresponding to an assignment in The Judge Advocate General's Corps, while on active duty in any of the Armed Forces, while in an active status in the Army Reserve, or while in the federally recognized Army National Guard, or—

(2) In the highest grade for which he can qualify as a result of education and experience as set forth in *c* below. For appointments without concurrent active duty, applicants must have com-

pleted at least 2 years practice of law, teaching of law, or in judicial office, before any remaining credit for education or experience is applied toward grade determination. A combination of 2 years of law practice, teaching of law, or in judicial office, and military service pursuant to paragraph 3-11*c* may be used in lieu of 2 years practice of law. Applicants not qualified for appointment to a particular grade due to lack of military education as prescribed by AR 135-316, if otherwise qualified in the discretion of The Judge Advocate General, will be appointed to that grade with the stipulation that:

(*a*) Company grade officers complete The Judge Advocate General's Officer Basic Course within 12 months of the date of appointment.

(*b*) Field grade officers complete The Judge Advocate General's Officer Advance Course within 30 months of the date of appointment.

(*c*) Failure to satisfy the educational qualification requirements, (*a*) and (*b*) above, will result in the termination of commission (USAR officer) and termination of commission/withdrawal of Federal recognition (ARNG officers). The Judge Advocate General may grant an exception to this automatic termination provision provided the commander concerned recommends such exception and sufficient cause is shown.

b. When the grade is determined by credit for education and experience in accordance with *c* below, such credit will be considered equivalent to the number of years in an active status for appointment in following grades:

Years of service in an active status	*Grade*
3 years or more, but less than 7 years	First lieutenant
7 years or more, but less than 14 years	Captain
14 years or more, but less than 21 years	Major
21 years or more, but less than 23 years	Lieutenant colonel.
★23 or more years	Colonel or lieutenant colonel as determined at Headquarters, Department of the Army

★*c.* Credit for education and experience will be computed as follows:

(1) Three "years of service in an active status" for graduation from a law school which has been approved by the American Bar Association; and

(2) The number of years, months, and days that individual has been actively engaged between the date of his admission to the bar of the highest court of a State of the United States or a Federal court and his appointment in The Judge Advocate General's Corps—

(*a*) In the practice of law.

(*b*) Teaching of law.

(*c*) Performance of judicial duties.

(*d*) In the full-time pursuit of graduate legal studies.

(*e*) In other appropriate professional activities as determined by The Judge Advocate General.

As an exception, for each year of professional experience in excess of 21 years, he will be given credit for only one-half "years of service in an active status."

(3) The number of years, months, and days of active duty performed as a commissioned officer in any of the Armed Forces during the periods 16 September 1940 to 24 June 1948; 25 June 1950 to 27 July 1953; and 1 July 1958 to 28 March 1973.

d. "Years of service in an active status" in excess of the minimum required for the grade appointed will be credited as "promotion service" in the grade appointed. No periods of time will be used more than once in computing an officer's "years of service in an active status."

3-13. Applications. Applications under this section may include the results of an interview with a field grade officer of The Judge Advocate General Branch in lieu of the board interview required by chapter 4. In addition to the forms and allied papers required by chapter 2, applicants will submit the following documents:

a. A certificate transcript of all college and law school grades in support of undergraduate and graduate degrees. Transcript should show, if practicable, the class standing of the applicant.

b. A statement from proper authority showing that the applicant has been admitted to private practice before the highest courts of a State of the United States or a Federal court and that he is now a member of the bar thereof in good standing.

c. A statement from the applicant listing all legal experience. Legal experience may include governmental, judicial, teaching, private practice,

and graduate legal studies. Each applicant will include—

(1) A list and brief description of important legal actions or other legal matters handled by him.

(2) If he has been in private practice, a general statement of the character thereof.

(3) If he has had Government or military legal experience, a description of his position and rating.

(4) If he has held judicial office, the extent of the jurisdiction of his court.

(5) If he has taught law, the subjects which he teaches, or has taught.

(6) If he has pursued graduate legal studies, a transcript of all courses completed, certified by an official of the school.

d. Letters based on personal acquaintance from not less than three disinterested judges, lawyers, or law school professors relative to the applicant's reputation and professional standing, the types of cases handled by him, and his ability, as an attorney, teacher, judge, or student.

e. Two copies of a recent photograph, head and shoulder type, 3″ × 5″ with the applicant's name on the reverse.

Section V. APPOINTMENT OF WOMEN IN THE RESERVE COMPONENTS OF THE ARMY

★**3-14. General.** This section prescribes the special requirements for the appointment of qualified women in the Reserve Components of the Army. The provisions of chapters 1 and 2 apply, except as otherwise indicated in this section.

★**3-15. Special requirements.** Each applicant must have a baccalaureate degree from an accredited American or foreign college or university recognized by the Department of Health, Education, and Welfare, Office of Education. Accredited American colleges and universities are listed in Education Directory, Higher Education, published by the Office of Education. Determination of whether a foreign college or university is a bona fide institution of higher learning as recognized by the Office of Education may be obtained from either the International Handbook of Universities published by the International Association of Universities in Paris or Commonwealth University year book, published annually by the Association of Universities of the British Commonwealth, London. Students may apply in their senior year prior to date of graduation. The anticipated date of graduation will be entered under "remarks" on the application. A statement by an official of the university or college verifying the entry will be attached. Upon completion of degree requirements, the applicant will furnish the area commander a certificate of graduation *or a statement certifying that degree requirements have been satisfactorily completed*, signed by an appropriate official of the university or college for transmittal to the CDR, RCPAC, ATTN: AGUZ-PAD. If the applicant fails to graduate when scheduled, the CDR, RCPAC, ATTN: AGUZ-PAD, will be notified immediately.

3-16. Grade. The following will apply in determining grades for appointment to fill vacancies in Ready Reserve Troop Program units:

a. Initial appointments normally will be in the grade of second lieutenant.

★*b.* Appointment will be in the grade authorized for comparable male applicants assigned to the same branch.

★*c.* Women who are otherwise qualified may be appointed in the highest grade in which they have previously served satisfactorily on active duty (other than for training).

★**3-17. Branch.** Each applicant will list three branches in order of preference on DA Form 61. Women applicants are authorized to serve in any branch or officer specialty except those listed below, and in any unit of the Reserve Components, except in Infantry, Armor, Cannon Field Artillery, Combat Engineer, and Low Altitude Air Defense Artillery units of battalion/squadron or smaller size. Women may not hold the following specialty codes, Specialty Skill Identifiers, or Additional Skill Identifier (ASI):

Specialty Code/Branch

11 Infantry
12 Armor

Specialty Skill Identifier

13A Cannon Field Artillery
14B SHORAD Officer

15B Combat Aviation Officer (Women may hold this specialty, but may not be assigned to pilot a helicopter in an attack role.)
21A Combat
48E Unconventional Warfare Officer

Additional Skill Identifier (ASI)
1R Aerial Scout

★**3-18. Applications.** The following documents, in addition to those prescribed in chapter 2, will be furnished.

a. A recent photograph, head and shoulder type, approximately post card size. The applicant's name will appear on the reverse.

b. Transcript of college credits. Students applying prior to date of graduation will submit statement required by paragraph 3-15.

c. Commanders receiving the application will obtain the following reports and letters of appraisal for inclusion with the allied paper. (When such reports and letters were secured prior to enlistment, they will be removed from the enlisted woman's file and be made a part of the application.)

(1) Letter of appraisal from a college official who has had direct contact with the applicant.

(2) Letters of appraisal from last two employers (full or part-time), using DD Form 370 (Request for Report from Employer, School, or Personal Reference). If applicant has no work experience, two letters of appraisal from school officials in addition to (1) above, will be submitted.

(3) Letters of appraisal from two residents of the applicant's home community.

★*d.* A written statement from the applicant, outlining her reasons for desiring a commission.

★*e.* Applicants for appointment to The Judge Advocate General's Corps will furnish documents prescribed in paragraph 3-13 in addition to those prescribed in this section.

Section VI. APPOINTMENT OF PROFESSIONAL AND TECHNICAL PERSONNEL

3-19. General. This section provides for the appointment of professional and technical specialists as commissioned officers in the USAR. The categories for appointment under this section are listed in *a* through *bc* below. Chapters 1 and 2 will apply except as indicated in this section.

a. Archivist.
b. Aeronautical engineering.
c. Automotive engineering.
d. Bacteriology.
e. Biochemistry.
f. Biological sciences.
g. Business administration.
h. Chemical engineering and chemistry.
i. Civil engineering.
j. Education specialists.
k. Electrical accounting machine specialists.
l. Electrical engineering, including radio, television, and wire communications.
m. Electronic data processing systems specialists.
n. Entomology.
o. Fire prevention and firefighting.
p. Food technology (inspection, procurement, testing, research, and related subjects).
q. Geographers.
r. Geology, geophysics, and meteorology.
s. Geopolitical and area specialists.
t. Guided missile specialists.
u. Harbor craft specialists.
v. Health physicist.
w. Highway engineering and traffic.
x. Industrial specialists (engineering, management, and security).
y. Language and foreign liaison.
z. Law enforcement officials, administratory, and allied investigative specialists.
aa. Legal.
ab. Marine engineering.
ac. Mathematicians, statisticians, and physicists.
ad. Mechanical engineering.
ae. Metallurgical engineering.
af. Military historians.
ag. Mining engineering.
ah. Naval architectural.
ai. Nuclear specialists (nuclear physicist, radiological chemist, nuclear chemistry, nuclear engineering, and nuclear effects engineering, biophysics, and bioradiology).
aj. Parasitology.
ak. Penology.
al. Petroleum and natural gas engineering.
am. Pharmacology and toxicology.

an. Photographic (still, motion picture, television, and related subjects).

ao. Plant pathology.

ap. Plant physiology.

aq. Postal.

ar. Printing and reproduction.

as. Psychology.

at. Psychological warfare (journalism, international relations, psychology, and related subjects).

au. Public information, including field press censorship.

av. Purchasing, storage, and distribution (logistics).

aw. Radar engineering.

ax. Railway service.

ay. Safety engineering.

az. Submarine diving.

ba. Traffic management.

bb. Zoology.

bc. Operations Research/Systems Analysis.

★**3-20. Branch.** The branch of assignment for applicants will be determined by the authority tendering appointment, based upon the qualifications of the applicant and the needs of the service.

3-21. Special requirements. *a.* In addition to the requirements of chapter 1, each applicant must possess the professional or technical ability required to perform the duties appropriate to the grade of appointment and branch of assignment.

b. For appointment to fill vacancies in the Reserve Troop Program, an applicant's service must be required and there must not be a qualified Reserve commissioned officer of the appropriate or lower grade available to fill the vacancy.

c. For appointment with concurrent active duty an applicant's services must be required to meet the needs of the Active Army.

d. Except as provided in *e* below, applicants must have graduated *with at least a baccalaureate degree* from an accredited college or university recognized by the Department of Health, Education and Welfare, Office of Education, as listed in Education Directory, Higher Education, preferably with a major field of study closely related to the specialty serving as the basis for appointment and have at least the minimum number of years of full-time employment after receiving a bac-

calaureate degree in a position directly related to the degree as indicated below:

Grade	*Years experience*
Second lieutenant	1
First lieutenant	3
Captain	6
Major	12

e. Each year of graduate education in the field for which the applicant is being considered may be counted as a year of qualifying experience. Experience in an allied field of specialization acceptable to Headquarters, Department of the Army may be considered in computing minimum qualifying experience.

(1) For service in the Military Railway Service and for duty as postal specialists, 4 years of qualifying experience may be substituted in lieu of graduation from a recognized college.

(2) For service in harbor craft units, the following may be substituted in lieu of graduation from a recognized college.

(*a*) Possession of license required for a civilian ship officer in the American Merchant Marine and issued in accordance with the general rules and regulations of the Board of Supervisory Inspectors of the Merchant Marine Inspection Service, the United States Coast Guard, or the Bureau of Marine Inspection and Navigation.

(*b*) A diploma or record of graduation from the Merchant Marine Academy.

(*c*) A United States Power Squadron Certificate as a navigator.

(3) For assignment of a postal specialist, the following is required.

(*a*) Experience in an administrative, executive or supervisory capacity in the United States Post Office Department, or—

(*b*) Experience in the Military Postal Service as a warrant officer or noncommissioned officer in grade E-5 or higher. A minimum of 1 year of such experience is required for the grade of second lieutenant; 3 years for the grade of first lieutenant, and 5 years for the grade of captain.

f. Military education.

(1) Applicants who are appointed under this section *may* be granted equivalent credit by Headquarters, Department of the Army, for military education *as shown below. Figure 2-3, letter of appointment, will be modified to include this information when applicable.*

Grade to which appointed	
Second lieutenant	None.
First lieutenant	None.
Captain	Officer Branch Basic Course.
Major	Fifty percent of the total credit hours of the Officer Branch Career Course.
Lieutenant colonel	Officer Branch Career Course.
Colonel	Officer Branch Career Course.

(2) Area commanders will ensure that individuals enroll in and pursue satisfactorily the appropriate course to qualify themselves for promotion and retention.

3-22. Grade. Initial appointments are authorized in the grades indicated in paragraph 3-21, in recognition of advanced professional or technical experience and training. Appointment may be made in grades up to and including the grade of colonel when an individual possesses outstanding qualifications critical to military requirements.

Section VII. APPOINTMENT FOR ASSIGNMENT IN THE CIVIL AFFAIRS BRANCH

3-23. General. In addition to the requirements of chapters 1 and 2 an applicant for appointment with assignment to the Civil Affairs Branch must meet the special requirements prescribed in AR 140-108.

Section VIII. APPOINTMENT FOR ASSIGNMENT IN THE STAFF SPECIALIST BRANCH

3-24. General. *a.* This section prescribes the special requirements and procedures for appointment and assignment to Staff Specialist. Chapters 1 and 2 apply except as indicated in this section.

b. No individual will be appointed to the Staff Specialist Branch if he/she can be appropriately assigned to another branch.

3-25. Eligibility. Chaplain candidates—see section III. All other applicants must—

a. Meet general requirements of chapter 1.

b. Qualify for a SSI listed in paragraph 3-27.

c. Possess advanced professional or technical experience and training.

d. Staff specialists who acquire qualification in any other branch will be transferred to that branch under the provision of AR 140-10 except for those individuals with exceptional technical and/or professional qualifications when approved by the CG, RCPAC. Successful completion of an appropriate level branch school will be considered qualification in that branch.

3-26. Applications. *a.* Chaplain candidates will apply under the provisions of section III.

b. Other applications will be processed in accordance with chapter 2. Approval authority for appointment in the Staff Specialist Branch other than Chaplain Candidates, SSVC Officers or Nonmilitary Subject Instruction Officers will be the CG, RCPAC. Forwarding indorsements will recommend grade for appointment per paragraphs 3-21 and 3-22. Appointments to grades higher than those specified will be determined by the appointing authority.

3-27. Specialist categories for appointment. Appointment may be made in the Staff Specialist Branch for the following SSI:

Proponent agency	*Title*	*SSI*
★Chief of Chaplains (DACH-PEP)	Duty unassigned (chaplain candidate or seminarian)	00A56
MILPERCEN (AG Branch, DAPC-OPG-A)	Selective service officer	41B
MILPERCEN (AG Branch, DAPC-OPG-A)	Appropriate specialty instructor (teaching methods)	
MILPERCEN (AG Branch, DAPC-OPG-A)	Appropriate specialty instructor (physical science)	
MILPERCEN (AG Branch, DAPC-OPG-A)	Appropriate specialty instructor (English)	
MILPERCEN (AG Branch, DAPC-OPG-A)	Appropriate specialty instructor (social science)	
	Other	

As determined by CG, RCPAC based upon the professional and technical qualifications and overall value to the service on an individual case.

Section IX. APPOINTMENT IN THE ARMY NATIONAL GUARD OF THE UNITED STATES

3-28. General. *a.* Upon being Federally recognized, an officer or warrant officer of the Army National Guard will be appointed as a Reserve of the Army for service as a member of the Army National Guard of the United States.

b. No person will be appointed in a grade above major unless he was formerly a commissioned officer of an Armed Force or such an appointment is recommended by a board of officers convened by the Secretary of the Army.

c. Applicants requiring a waiver of conviction of any of the offenses listed in paragraph 1-6*a*(3)(*a*), (*b*), or (*c*), will not be permitted to appear before a Federal Recognition Board prior to granting of waiver. Request for waivers will be forwarded to Cdr, RCPAC, ATTN: AGUZ-PAD.

3-29. Personnel eligible to be appointed. To become an officer of the ARNGUS, an individual must first be appointed and Federally recognized in the same grade in the Army National Guard. Such individual must also meet the security standards prescribed in paragraph 1-4*h*.

3-30. Applications. Applications for appoint-

ment as Reserve commissioned or warrant officers of the Army will be submitted in accordance with NGR 600-100 and NGR 600-101 respectively.

3-31. Notice of appointment. Letters tendering appointments as Reserve commissioned or warrant officers of the Army will be dated as of the date actually issued. As an exception, when an officer is granted Federal recognition, based upon temporary Federal recognition, the appointment will be of the date issued, but will be considered to have been accepted on, and deemed to have been effective from the date of such temporary Federal recognition.

Section X. APPOINTMENT AS RESERVE WARRANT OFFICERS OF THE ARMY

3-32. General. This section prescribes special requirements for the appointment of Reserve warrant officers of the Army for service in the Army Reserve. Chapters 1 and 2 apply as provided in this section.

3-33. Special requirements. ★*a.* Personnel listed below qualifying for warrant officer MOS currently authorized in AR 611-112 may apply for appointment under this section. Qualifications for award of MOS may be acquired by previous training and experience or attendance at a technical course of instruction leading to qualifications for warrant officer appointment as indicated in DA Pam 351-4. Although Reserve enlisted personnel and Reserve officers are eligible for appointment under this regulation, acceptance of appointment as a Reserve warrant officer will automatically terminate any other Reserve status held by the individual concerned. Such persons serving on active duty will be appointed only as authorized in paragraph 1-2*b*(4).

(1) Enlisted personnel of the Reserve Components of the Armed Forces.

★(2) Enlisted personnel in the active military service of the Armed Forces provided they submit an application for active duty (DA Form 160) with their application for appointment. Such applicants will be considered for appointment in the Dual Component Program under AR 600-39 only after they have been considered for appointment with concurrent active duty as required by paragraph 1-2*b*(4).

(3) Former warrant officers currently in civilian status. Applicants applying under this section, if otherwise qualified, will not be subject to the requirements of paragraphs 1-2 and 1-4*a* if appointed within 1 year after date of last discharge as a warrant officer.

(4) Warrant officers in the active military service holding only temporary appointments, without component, may request appointment as a Reserve warrant officer at any time prior to release from active duty.

(5) Officers and former officers who qualify for warrant officer MOS.

(6) Qualified technical experts or specialists who are former members of any component of any US Armed Forces or civilian with no military status.

b. Applications for Army attaché career warrant officers will be limited to individuals who meet the requirements of AR 611-60 and have been assigned and performed duties in any Army attaché office for a period of at least 6 months in a military or civilian status.

c. Applicants for the intelligence career fields must meet the requirements specified in AR 140-192.

d. Applicants for bandmaster must meet additional technical requirements. Evaluations are made in the following areas to determine the qualifications of each applicant:

(1) Civilian and service music education and experience.

(2) Knowledge of sound band management, to include the operation of concert bands, dance bands and ensembles.

(3) Conducting capabilities to include baton techniques, musicality of presentation, rehearsal techniques, podium presence, military bearing, and sound leadership characteristics.

(4) Technical capabilities, to include sight-singing, sight-reading, melodic dictation, harmonic dictation, aural and written harmony, arranging and knowledge of instrumentation. In those cases where a definite evaluation cannot be made by a review of the application and allied papers, the CG, RCPAC, will direct that a technical examination be administered to the applicant by the bandmaster of the band at the CONUS

Army headquarters or major oversea headquarters through which the applicant applied or at Headquarters, FORSCOM. All travel involved will be at the expense of the applicant.

(5) Personnel applying for Army Band officer will include the following items with their applications and allied papers:

(*a*) Chronological listing of all military and civilian positions held to include specific scope of responsibilities.

(*b*) Representative list of programs of solos played or recitals given on major instruments for public performance.

(*c*) Representative list or programs of band numbers conducted in public performance.

e. Appearance before examining board is waived for personnel on active duty applying for Warrant Officer 202A, Medical Equipment Repair Technician, and all personnel applying for Warrant Officer 011A, Military Physicians' Assistant.

Section XI. APPOINTMENT IN THE PHYSICIAN'S ASSISTANT PROGRAM

3-34. General. Individuals possessing the necessary civilian-acquired skills who are selected for appointment under this program will be appointed warrant officers in the ARNGUS/USAR and awarded the MOS 011A. The Surgeon General is responsible for professional qualifications determination of personnel appointed under this program. AR 40-48 outlines the functions and utilization of physician's assistants.

3-35. Eligibility. Applicants selected for this program must—

a. Be a graduate of a Type A, physicians' assistant to the primary care physician, program accredited by the American Medical Association. Duration of the program from which graduated must not be less than 20 months. Waivers for programs of less than 20 months' duration may be granted by The Surgeon General based on the professional merits of the applicant.

b. Have successfully completed the National Board of Medical Examiners certifying examination for physicians' asssistants, Type A.

c. Be eligible for appointment as a warrant officer in accordance with chapters 1 and 2.

3-36. Application. Applicants will include evidence of successful completion of the National Board of Medical Examiners certifying examination for physicians' assistants, Type A, and an official copy of transcript. Applications will be processed through command channels to HQDA (SGPE-PD), WASH DC 20324. Applications from nonunit Individual Ready Reserve (IRR) members will be addressed through the CDR, RCPAC, ATTN: AGUZ-PAD, 9700 Page Boulevard, St. Louis, MO 63132, to HQDA (SGPE-PD) WASH DC 20324. Applications from personnel on active duty applying for Warrant Officer 011A will be forwarded by the installation commander directly to CDR, USAMEDDPERSA, ATTN: SGPE-PD, 1900 Half St., S.W., WASH DC 20324.

CHAPTER 4

EXAMINING BOARDS

4-1. Appointment. *a.* Area commanders will appoint boards of officers to examine applicants for appointment when required. Boards will consist of an uneven number of members of not less than three. All members should be of field grade if available. Officers in grade of captain may be used when a sufficient number of field grade officers are not available. In any event, members of the board must be serving in a grade equal to or higher than that under consideration. At least one member of the board must be of the branch for which the applicant is applying. Two members will be from the Active Army and, where possible, from the Regular Army. The member designated as president will be from the Active Army and will be the senior member. A commissioned officer Army aviator will be included as a member of the board when considering applicants for appointment with assignment on an aviation commissioned officer SSI or warrant officer MOS. A rated aviation warrant officer may be used in lieu thereof if a commissioned officer is not available. Waiver of this requirement may be granted when a rated Army aviator is not accessible. A warrant officer of the specialty for which applicant is applying will be appointed to serve as a technical adviser (with vote) to examining board members when interviewing a warrant officer applicant. A commissioned officer with a SSI related to that of the specialty for which the applicant is applying may be appointed to serve as a technical adviser (with vote) when it is determined that an appropriate warrant officer is not available within a reasonable commuting distance and the substitute officer has the means and is willing to travel the distance involved. Authority to appoint boards may be delegated as follows:

(1) Installation commanders for applicants being considered for appointment in grades of major and below.

(2) Commanders of General Officer Commands and US Army Reserve Commands for applicant being considered for appointment in grade of lieutenant colonel if applicant held a previous appointment as a commissioned officer in the Armed Forces.

(3) **Rescinded.**

(4) The Defense Attaché will examine applicants for appointment with concurrent active duty as Attaché Technical Assistants, MOS 961A. Personnel serving at isolated stations with less than three commissioned officers assigned will be examined by the Defense Attaché and the Attaché Technical Assistant using DA Form 6225. These applications will be further examined by a board of MI officers appointed by the Chief, Military Intelligence Branch, HQDA(DAPC-OPF-M).

(5) Installations commanded by a general officer will normally appoint boards to consider applications from personnel on active duty with the Army who are applying for concurrent active duty. When the installation is not commanded by a general officer, the application will be forwarded to the next higher headquarters in the normal chain of command. Installation commanders having general court-martial convening authority may appoint boards when it is determined an applicant is not within a reasonable commuting distance of the examining board.

(6) The US Army Military District of Washington will appoint boards for those applications as prescribed in paragraph 2-2*b*(8).

b. Boards will be convened as close as practicable to the location of the individual concerned.

c. Boards will be appointed and proceedings conducted in accordance with AR 15-6 and this regulation.

4-2. Notification to applicants. *a.* Upon receipt of the examining board of applications and allied papers required by the regulations under which individuals are applying for appointment, the president of the board will notify the applicants of the time and place of appearance before the board. Travel and other expenses incurred by applicants not on active duty will not be chargeable to the Government.

b. Applicants will be so scheduled that, so far as practicable, no one need spend more than 1 day at the examining place.

c. When possible, applicants for the same branch will be scheduled in sequence so that the board member of that branch may sit without interruption.

d. When necessary, the applicant will be advised in advance of any additional information desired by the board or required by regulations to correct or complete an application.

4-3. Army Aptitude Area GT, Officer Candidate Test (OCT), and Officer Qualification Inventory (OQI). When required (para 1-4*c*), the Arithmetic Reasoning (AR) and the Verbal (VE) components of the Army Classification Battery (ACB) which produce a GT aptitude area score, the OCT, and the OQI will be administered. The test examiner will provide for a written statement showing the date and place test was administered, title and form of test, and score attained. Only those applicants attaining the required score will be authorized to continue with the examination.

4-4. Biographical information. Except as provided in paragraph 4-6*b*, the board will administer the OCS Biographical Information test (DA Form 6215) for female applicants, or Officer Qualification Inventory (OQI), (DA Form 6263) for male applicants. Test components are listed in DA Pam 310-8. The Board will not score test (para 2-3*c*(5)(*a*)).

★**4-5. Interviewing.** Except as provided in paragraph 4-6*b*, the board will interview each applicant prior to having access to applications or allied papers using the Officer Leadership Board Interview, OLB-1 (DA Form 6227). Instructions for conducting and recording results of the interview are contained in DA Pam 611-227.

4-6. Appraisal of experience. *a. Applicants without prior commissioned officer service.* After interview, a rest period will be given the applicant while the board considers the application and allied papers. The board will then question the applicant on personal history, training, and experience to supplement the facts shown in the application and allied papers. This questioning will be led by the board member of the branch concerned. Technical competence will be inferred from the applicant's history and the impression made on the board during the interview. Each member of the board will make an individual, independent appraisal of the applicant on one of the forms listed in (1) and (2) below (original only). The word "civilian" will be substituted for "military" on the form listed in (1) below when the applicant is applying from civilian life and has not had military experience. When the applicant is considered better qualified for a branch other than the one applied for, the board may recommend such assignment.

(1) For commission applicants, except for Chaplains and Judge Advocate General branches, use Interview Appraisal Sheet M (DA Form 6224).

(2) For warrant officers, Chaplains, and Judge Advocate General branch applicants, use Interview Appraisal Sheet S (DA Form 6225). (This form will be modified to indicate warrant officer application when appropriate.)

★*b. Applicants with prior commissioned or warrant officer service.* In recognition of commissioned or former commissioned status and/or Regular Army and Reserve of the Army warrant officer status, board action will be waived.

4-7. Disclosure of board action. No applicant or any other unauthorized person will be advised of the reasons for disapproval by an examining board, nor will an applicant be given access to any of the material used by the board. The applicant will be informed that after a careful and impartial evaluation of his application and the recommendations of the examining board, it has been determined that his overall qualifications are not sufficiently outstanding to warrant appointment.

4-8. Disposition of records. *a.* The board will forward the following papers through channels to the area commander concerned for action:

(1) Report of proceedings of the board of officers.

(2) Copy of the Disposition Form (DA Form 2496) or military letter appointing the board.

(3) Application and allied papers for each applicant.

(4) Test score statement, when required by paragraph 4-3.

(5) DA Form 6215-1 (OCS Biographical Information Blank (Answer Sheet)), or DA Form 6263-1 (Officer Qualification Inventory (Answer Sheet) OQI-1), as appropriate.

★ (6) DA Form 6227 completed by each board member for each applicant.

(7) DA Form 6224 or DA Form 6225, as appropriate, completed by each board member for each applicant.

b. A statement substantially as follows will be included in the board report when applicable:

This correspondence is marked FOR OFFICIAL USE ONLY solely because of the addition of Exhibits_____ through _____. When these exhibits are removed, protective markings will be canceled.

S/S C 11 15 Sept 80

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 5 May 1980

Immediate Action
INTERIM CHANGE

AR 135-100
INTERIM CHANGE
NO. 102
Expires 5 May 1981

ARMY NATIONAL GUARD AND ARMY RESERVE

APPOINTMENT OF COMMISSIONED AND WARRANT OFFICERS

OF THE ARMY

This interim change is required as a result of change in DOD policy which revises the professional requirements for appointment of chaplains; expires 1 year from the date of publication and will be destroyed at that time unless sooner superseded by a formal printed change; is being distributed by first class mail through the publications pinpoint distribution system to all holders of AR 135-100; is as an interim measure, issued in other than page-for-page format; and will be included in change 11, AR 135-100.

Page 3-2, subparagraphs 3-6a(1)(a) through (d) are superseded to read:

(1) Education--

(a) Possess 120 semester hours of undergraduate credits (or the equivalent) from a college or university that is in the current issue of the Education Directory-Colleges and Universities, published by the Department of Health, Education and Welfare, or

(b) Have completed 120 resident semester hours of credit (or the equivalent) from a school not listed in the Education Directory, but from which credits could be transferred to a school listed in the Education Directory, and

(c) Possess a Master of Divinity (or an equivalent theological degree) or have completed 3 resident years of graduate level study in theology or related subjects that lead to ordination and ecclesiastical endorsement which qualify the applicant to perform professional functions as a chaplain. The applicant must complete professional educational work at a graduate school that is a member of the American Association of Theological Schools or listed in the Official Catholic Directory, or independent of a college or university but accredited by a regional accrediting agency or association listed in the Education Directory.

(d) If the graduate school is not included in a(1)(c) above, the applicant may be accepted if all other educational requirements are met and if a statement is submitted by a school referred to in paragraph a(1)(c) above that the applicant's credits are transferrable to the school issuing the statement.

(AGUZ-RCC)

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

J. C. PENNINGTON
Major General, United States Army
The Adjutant General

DISTRIBUTION:

To be distributed in accordance with DA Form 12-9A requirements for AR, Army National Guard and Army Army Reserve.
Active Army: B
USAR: A
ARNG: A

AR 135-100

S/S C 11 15 Sept 80

Immediate Action

INTERIM CHANGE

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 11 March 1980

AR 135-100
INTERIM CHANGE
NO. I01
Expires 11 March 1981

ARMY NATIONAL GUARD AND ARMY RESERVE

APPOINTMENT OF COMMISSIONED AND WARRANT OFFICERS

OF THE ARMY

This interim change is required as a result of change in policy which eliminates the board requirement when a Regular Army or Reserve of the Army warrant officer applies for a Reserve commissioned status; expires 1 year from date of publication and will be destroyed at that time unless sooner superseded by a formal printed change; is being distributed by first class mail through the publications pinpoint distribution system to all holders of AR 135-100; is an interim measure, issued in other than page-for-page format; and will be included in change 11, AR 135-100.

Page 2-5, subparagraph 2-3c(4)(c) is expanded to add: Regular Army warrant officers, Reserve of the Army warrant officers, and former commissioned officers will not be required to appear before an examining board.

Page 4-2, subparagraph 4-6b is superseded to read:

b. Applicants with prior commissioned or warrant officer service. In recognition of commissioned or former commissioned officer status and/or Regular Army and Reserve of the Army warrant officer status, board action will be waived.

(AGUZ-RCC)

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:
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Major General, United States Army
The Adjutant General

DISTRIBUTION:
To be distributed in accordance with DA Form 12-9A requirements for for AR, Army National Guard and Army Reserve.
Active Army: B; USAR: A; ARNG: A.

S/S Ch 11 Sept 80

CHAPTER 1
GENERAL

1-1. Purpose. This regulation establishes responsibility and provides procedures for the appointment of male and female commissioned and warrant officers in the Reserve Components of the Army. Exceptions to this regulation will be made only by HQDA on an individual basis. This regulation does not govern appointments of Reserve general officer grades (AR 135-156); Army Medical Department commissioned officers (AR 135-101); graduates of senior ROTC units (AR 145-1); or graduates of officer candidate schools (AR 351-5, AR 140-50). Throughout this regulation the words "he/his" are intended to include both the masculine and feminine genders and any exceptions thereto will be so noted.

1-2. Appointment limitations. Appointment of qualified applicants are limited to—

a. Commissioned officers to fill—

(1) Mobilization designee table of distribution vacancies as determined by RCPAC upon review of application.

(2) Ready Reserve troop program unit vacancies. Applications for direct appointment will be processed for position vacancies only when there is no qualified officer available. (See para 2-3*a*(3) for statement required in this instance.) This requirement is not applicable to enlisted personnel applying for OCS.

(3) The grade of captain or below to meet the need for Ready Reserve reinforcements for assignment to the Control Group (Reinforcement). Appointments will be tendered only to exceptionally well qualified individuals who cannot otherwise obtain a commission because of lack of position vacancy in USAR units, mobilization designation table of distribution vacancies, or inability to join a unit due to geographical location. Chaplains may be appointed to the Individual Ready Reserve (IRR) without regard to unit vacancies or geography.

(4) Active duty requirements when qualified Reserve officers are not available.

b. Warrant officers to fill—

(1) Mobilization designee table of distribution vacancies as determined by RCPAC upon review of application.

(2) Ready Reserve troop program unit vacancies based on MOS requirement regardless of the number of warrant officers assigned, provided warrant officers assigned as overstrength who are not qualified in the MOS required for the position vacancy are first given the opportunity to become qualified in the MOS and to accept assignment to the position. (See para 2-3*a*(3) for statement required in this instance.)

(3) Ready Reserve reinforcements for assignment to the Control Group (Reinforcement). Appointments will be tendered only to exceptionally well qualified individuals who cannot otherwise obtain a commission because of lack of position vacancy in USAR units, mobilization designation table of distribution vacancies, or inability to join a unit due to geographical location.

(4) Active duty requirements under specific allocations announced by HQDA, when qualified Reserve warrant officers are not available.

c. The restrictions in *a* above do not apply to—

(1) Warrant officers and enlisted personnel in the Active Army.

(2) Reserve officers in a grade above colonel who cease to occupy a position commensurate with their grade.

(3) Regular Army officers selected for involuntary discharge as a result of reduction in force, applying for appointment without concurrent active duty, effective upon the date after discharge.

(4) Regular Army officers applying for appointment in the Army Reserve concurrent with their unqualified resignation, and National Oceanic and Atmospheric Administration offi-

cers eligible for appointment as an exception to the provisions of paragraph 1-5*e*.

1-3. Appointing authority. The authority to tender appointments in accordance with paragraph 2-2 is delegated as follows (see AR 135-101 for Army Medical Department branches):

a. Headquarters, Department of the Army. The Adjutant General (CG, RCPAC) for the appointment of ARNGUS and USAR commissioned and warrant officers, except general officers, with or without concurrent active duty.

★*b. Area commanders.* For the appointment of USAR commissioned and warrant officers residing within the geographical areas of their commands. This authority may not be further delegated except to Commanding Generals of US Army Western Command, Hawaii; US Army Base Command, Okinawa, US Army, Japan; and Eighth US Army, Korea; when appointment with concurrent active duty has been approved at HQDA. Appointments will not be effected in the following cases without prior approval of HQDA:

(1) When concurrent active duty is requested.

(2) In grade of lieutenant colonel or higher if applicant has not had prior service in the grade in which appointment is to be tendered.

(3) When the applicant has been previously separated from the service with severance pay.

(4) For assignment in the following branches:

(a) Chaplain.

(b) Judge Advocate General's Corps.

(c) Staff Specialist.

(5) Any application submitted under section V or VI, chapter 3.

(6) When warrant officer assignment is for—

(a) Army Bandmaster.

(b) Military Police Corps. See AR 195-3.

c. Excepted appointments. As an exception to *a* and *b* above, the Commandants, US Army Aviation School and US Army Primary Helicopter School, and the Deputy Commandant, US Army Aviation School Element, will tender appointments in the USAR to enlisted graduates of the Warrant Officer Rotary Wing Aviator Course and the Warrant Officer Fixed Wing Aviator Course (AR 611-85).

1-4. Eligibility criteria. Individuals possessing the qualifications in *a* through *i* below may apply for appointment, except those individuals enrolled in or formally approved for officer candidate school or prewarrant officer programs.

a. Age. Minimum and maximum age limitations are shown in table 1-1. The applicant must not have reached the birthday of the maximum age indicated prior to appointment.

b. Citizenship.

(1) Except for medical, dental, and allied category specialists liable for induction, and as indicated in (2) below, an applicant must be a US citizen or have lawfully entered the United States for permanent residence under applicable provisions of the Immigration and Naturalization Act as amended, unless he is currently serving, or has served previously in the Armed Forces of the United States. Foreign nationals living in the United States or its possessions who have not applied for permanent residence (nondeclarant alien) may submit application for initial appointment with the provision that if acceptable, application for permanent residence will be made.

(2) Applicants for Military Intelligence and Civil Affairs branches must be citizens of the United States.

(3) Under no circumstances will appointment be made from the following categories:

(a) Applicants who have been convicted of wartime desertion or evasion of military service, as specified in the Immigration and Naturalization Act.

(b) Any individual barred from citizenship because of having applied for and having been relieved or discharged from service in the Armed Forces by reason of alienage.

c. Mental.

(1) Male applicants for appointment as a commissioned officer must achieve a score of 110 or higher on Aptitude Area GT of the Army Classification Battery or the Army Qualification Battery; a score of 115 or higher on the Officer Candidate Test; and a minimum composite Officer Candidate Test/Officer Qualification Inventory (OCT OQI) score of 200. An applicant for appointment as a warrant officer must have a recorded standard score of 110 or higher on the Army Aptitude Area GT. If the required score(s) is not recorded, the applicant must be tested to determine his mental qualification. Female applicants for direct appointment as a commissioned officer must achieve a score of 110 or higher on Aptitude Area GT of the Armed Services Vocational Aptitude Battery (ASVAB) or ACB-73.

(2) Provisions of (1) above are not applicable for appointment—

(a) In the Army Medical Department, Chaplain's Branch, or Judge Advocate General's Corps.

(b) Of a former commissioned officer applying for reappointment as a commissioned officer or appointment as a warrant officer.

(c) Of a former warrant officer applying for reappointment as a warrant officer.

(3) Applicants from one of the other Armed Forces will be required to submit evidence of attainment of a qualifying score on OCT and Aptitude Area GT, or the equivalent as measured by a counterpart of Aptitude Area GT, as shown in table 1-2, unless excepted therefrom under (2) above. If available, records of scores will be forwarded by the custodian of the applicant's personnel records to the commander of the Army installation processing the application. If required test scores are not available, arrangements will be made to administer the verbal and arithmetic tests of the Army Classification Battery at the Army installation processing the application. Aptitude Area GT scores will be computed in accordance with the instructions contained in DA Pam 611-70. The test control officer will submit the test results to the commander processing the application.

d. Education. Each applicant must—

(1) Have demonstrated understanding and proficiency in the English language. Applicants whose mother tongue is other than English will be carefully examined by the board to ensure that their command of the English language is sufficient to enable them to perform as officers.

(2) For appointment as a commissioned officer, be a graduate of high school or school of comparable level, or pass the General Education Development Test (high school level or higher) and meet any additional requirements for specific branches.

(3) For appointment as a warrant officer, have sufficient education, technical training, and practical experience to ensure satisfactory performance of duties of the classification for which application is made.

e. Character. Each applicant must be of good moral character.

f. Leadership. Applicants must possess qualifications as potential leaders and have the ability to deal effectively with people. Such qualifications may be evaluated in terms of the applicant's background and experience.

g. Medical.

(1) Medical requirements are prescribed in AR 140-120 and in chapter 2 and paragraph 7-15, AR 40-501.

(a) For flight training. A Type B medical examination as prescribed in chapter 10 and appendix IX, AR 40-501, to meet class 1A flying duty medical fitness standards in chapter 4, AR 40-501.

(b) For continuance of aviation duty. A Type B medical examination as prescribed in chapter 10 and appendix IX, AR 40-501, to meet class II flying duty medical standards prescribed in chapter 4, AR 40-501.

(c) For all other personnel. A Type A medical examination as prescribed in chapter 10 and appendix IX, AR 40-501, to meet medical fitness standards prescribed in chapter 2, AR 40-501.

(2) The area commander will process medical examinations and waivers as follows:

(a) Forward class 1A flying duty medical examinations to HQDA(DASG-HES) WASH DC 20314, for review. Waivers will not be granted.

(b) Designate flight surgeons or aviation medical officers to review all class II and class III flying duty medical examinations. Individual cases of questionable or controversial nature may be forwarded directly to HQDA(DASG-HES) WASH DC 20314, for review.

(c) Take action on all other reports of medical examinations.

h. Security requirements.

(1) Army area commanders or commanders initially receiving the application, as appropriate, will ensure that the following files are screened, with favorable results before tendering appointment.

(a) Military Personnel Records Jacket, US Army (DA Form 201). If available, screen the equivalent file for other Armed Forces applicants.

(b) Files of the US Army Investigative Reports Repository (USAIRR), Fort Meade, MD, will be screened on all nonprior service applicants for appointment with concurrent active duty and all prior service applicants for concurrent active duty when there has been a break in service greater than 1 year dating from the individual's last period of service or there is no record of a security clearance in the individual's personnel file. Applicants for appointment without concurrent active duty will be screened as indicated in (2) below.

(2) USAIRR files will not be screened if evidence indicates a previous favorable National Agency Check (NAC) provided—

(a) There has not been a break in service greater than 1 year dating from the individual's last period of service, and

(b) Screening of the DA Form 201 is favorable.

(3) When suitability information is contained in the USAIRR files the area commander will establish boards to—

(a) Evaluate such information.

(b) Determine whether information should be submitted to the CG, RCPAC, as a possible bar to appointment.

(4) When a USAIRR file check reveals no record of a NAC having been completed, a new NAC is not required provided a final security clearance has been granted, service has been continuous for the past 5 years, and screening of the DA Form 201 is favorable.

★(5) A cryptographic clearance is required for each applicant for assignment to Army Securities Specialties. Applicants for appointment with assignment to Military Intelligence Branch will be informed that a special background investigation and final clearance may take up to 12 months. Special background investigation will be initiated by the originating unit commander in accordance with paragraph 1-7*d*, AR 140-192 for USAR applicants. NGR 604-10 applies to ARNG applicants for appointment. All applicants for Military Intelligence except those for MOS 963A, PW Interrogator, must be declared eligible for access to Special Intelligence.

★(6) A background investigation is required for all alien personnel prior to their appointment as officers in the USAR.

★(7) USAIRR files will always be screened on applicants from one of the other Armed Forces.

★(8) Waivers of above requirements will not be granted, except as outlined in paragraph 3-8*f*.

i. Examining boards. Applicant must appear before an examining board as prescribed in chapter 4, except those individuals applying under paragraph 1-5*c*(4)*(b)* and 1-5*c*(5) and 1-5*e*(2), and as otherwise provided for in this regulation or in regulations governing specific appointments.

1-5. Ineligibles. The following persons are not eligible for appointment unless waiver is authorized under the provisions of paragraph 1-6:

a. Conscientious objectors, except those classified by Selective Service 1-A-0 who volunteer for noncombat service with concurrent active duty. See paragraph 2-1*j* for statement required for such applicants.

b. Persons who have been adjudged youthful offenders or have a record of convictions by any

vious service was under circumstances that indicate there is an attempt to circumvent normal promotion procedures.

r.(1) Regular Army warrant officers whose appointment would cause them to hold dual warrant officer status. However, they may apply for direct appointment as a commissioned or warrant officer with concurrent active duty, provided a resignation from their Regular Army status is submitted.

★(2) Regular Army warrant officers may apply for direct appointment as USAR commissioned officers, without concurrent active duty, to participate in the Dual Component Personnel Management Program (AR 600-39). Appointment for this program does not require the resignation from Regular Army warrant officer status. An RA warrant officer who was twice passed over for promotion or otherwise released from active duty or active status because of failure to be promoted to a higher commissioned officer grade is ineligible for appointment under this program.

1-6. Waiver. Request for waiver will be submitted with the application and must contain complete justification, including recommendations of intermediate commanders when applicable. Waiver of both education and experience will not be considered for appointment under section VI or X, chapter 3.

★*a.* The following requests will be forwarded to the CDR, RCPAC, ATTN: AGUZ-RCA:

(1) All requests for waiver of maximum age and grade under section II, chapter 3. Waiver of minimum age will not be authorized. Exceptions to maximum age, education, experience, and military training will be considered when individuals possess unusual skills or technical qualifications fulfilling a specific need. Waiver of both education and experience will not be considered for appointment under section VI or X, chapter 3.

(2) Waiver for appointment in the grades of lieutenant colonel and colonel of applicants without prior commissioned service.

(3) Waiver of conviction of the following offenses will be submitted with the application and evaluated with the National Agency Check:

(a) Felony under local, Federal, or military law.

(b) One which resulted in sentence to confinement in prison, stockade, or detention area, or in sentence to hard labor.

(c) One involving moral turpitude.

(4) Applications from individuals employed by a foreign government for final determination by the Secretary of the Army.

(5) Waiver of requirements set forth in paragraph 3-11*a* and *c* for appointment in The Judge Advocate General's Corps.

(6) Waiver of the provisions of paragraph 1-5*c*(4) will be considered for those individuals who were discharged as a result of twice failing of selection for USAR promotion based on promotion service accrual while regularly enrolled as students in approved medical or dental schools or while undergoing civilian internship or residency training.

(7) Exceptions to paragraph 1-5*o* may be made when appointment is for concurrent active duty. Those members of the Standby Reserve requesting waiver under this subparagraph must also meet the requirements of paragraph 1-5*h*.

(8) Waiver of the provisions of paragraph 1-5*n* may be considered at HQDA on an individual basis when an applicant applying for appointment without concurrent active duty possesses outstanding qualifications.

(9) Waiver of warrant officer MOS not authorized by procurement directives for concurrent active duty will not be considered for appointment under section X, chapter 3.

b. Waiver of disqualifications other than those authorized in this paragraph will be granted only by the Secretary of the Army upon the recommendation of the CNGB or CAR through DCSPER, DA. Requests for waiver will be submitted through command channels, must fully justify the waiver as being in the best interest of the Army, and must clearly state, with supporting documentation, that the experience or professional qualifications of the individual uniquely suit the position to which he or she is to be appointed.

e. Requests will be forwarded directly to HQDA (DACH-ZA)WASH DC 20310 for exceptions to maximum age limitations for initial appointment in the Chaplains Branch. Applicants ineligible under paragraph 1-5*n* must complete the statement in paragraph 2-1*p*.

d. Area commanders may grant a waiver for offenses under military or civil codes, except as specified in *a*(3) above, if the applicant's conduct and character at this time are above reproach and the potential value of the applicant's services is considered to be very high.

1-7. Grade on appointment. If otherwise qualified, applicants may be appointed in grades indicated.

a. Commissioned officers.

(1) Warrant officers and enlisted personnel will not normally be appointed under section II, chapter 3, above the grade of second lieutenant. Exceptions may be made by the Department of the Army where outstanding leadership performance in combat or exceptional qualifications make the action in the best interest of the Army.

(2) Officers and former officers.

(a) Former Army officers in the highest grade satisfactorily held or in the last grade held if reduced from a higher grade.

(b) Reserve officers or former commissioned officers of the other Armed Forces of the United States, United States Public Health Service, including temporary officers thereof, and officers of the National Oceanic and Atmospheric Administration when applicable, in the Army grade comparable to the last grade satisfactorily held.

(c) Former second lieutenants who upon appointment would be eligible for promotion to first lieutenant may be appointed in the grade of first lieutenant.

(d) Reserve general officers (not on active duty) who are discharged because they cease to occupy a position commensurate with their grade or a higher grade may be appointed in the Reserve grade held prior to being appointed in a general officer grade.

(3) Appointment to fill troop program unit and mobilization designation vacancies will be in the appropriate branch and in the grades authorized in (1) and (2) above and (4) and (5) below. An applicant who is qualified for appointment to the grade of second lieutenant may be appointed to fill only a vacancy in which the TOE or TDA authorized grade is lieutenant. An applicant qualified for appointment in a grade of first lieutenant or above may be appointed in a vacancy in which the TOE or TDA authorized grade is up to two grades above the grade of appointment. An officer occupying a position in which a higher grade is authorized will not be counted against the strength authorization in the TOE/TDA for his grade.

(4) For grades on appointment with assignment to the Judge Advocate General's Corps, Civil Affairs, as professional and technical specialists, or Chaplains, see appropriate sections in chapter 3 of this regulation. For female applicants for appointment, see section V, chapter 3. For grades on appointment in the Army Medical Department, see AR 135-101.

(5) Applicants may be appointed in grades up to and including colonel.

b. Warrant officers. Appointments will be as warrant officers, W-1, except—

(1) Chief warrant officers and former chief warrant officers may be appointed in the highest warrant officer grade satisfactorily held.

(2) Commissioned and former commissioned officers who have served a minimum of 2 years active service in a commissioned status may be appointed in the grade of chief warrant officer, W-2.

(3) Enlisted personnel serving in grades E-8 or E-9 may be appointed in the grade of chief warrant officer, W-2, provided they have served at least 2 years in an active status in either of those grades as of date of appointment.

1-8 Service obligations. *a.* For obligations incurred upon initial appointment, see AR 135-91 and DA Forms 3574 and 3575.

b. Nonobligated personnel appointed as commissioned or warrant officers must be available for service during any emergency or mobiliza-

CHAPTER 2

PROCESSING

2-1. Applications and allied papers. Applications for appointment will include the following documents, except as indicated in *r* through *t* below:

a. DA Form 61 (Application for Appointment) in triplicate.

(1) When submitted under section VI, chapter 3, the specialty for which applying will be shown below in Item 35 (Remarks).

(2) Individuals currently holding any other USAR status will include a statement in Item 35 that they understand their present Reserve status will be vacated by acceptance of appointment.

(3) Individuals serving in oversea commands will include in Item 35 the scheduled date of return to CONUS or rotation to another location in an oversea command.

★(4) When submitted under section V, chapter 3—

(*a*) Applicant will indicate three branch preferences (see para 3-17).

(*b*) Item 35 will include a statement that the individual understands that, if accepted for appointment, her application for branch assignment is not a commitment by the Army or the individual, and that branch selections are made in accordance with the Army's needs and the individual's qualifications.

b. Documentary evidence of educational qualifications. Consolidated transcripts of college and university study will be signed by an official of the institution attended. Photostatic or true copies are acceptable.

c. DD Form 398 (Statement of Personal History) in duplicate.

d. Forms required for completion of personnel security investigation as specified in AR 381-20. Applications for appointment and concurrent active duty will include a statement that a National Agency Check or other investigation of broader scope has been initiated (date initiated) or that such investigation has been conducted previously, with identifying date.

e. Standard Form 88 (Report of Medical Examination) will be prepared in duplicate and Standard Form 93 (Report of Medical History) will be prepared in original only. If a previous medical examination is valid under AR 40-501, a new medical examination will be required only if the appointing authority has reason to question the medical fitness of the applicant, or if the applicant requests an examination. Any applicant drawing a pension, disability compensation, or retirement pay must undergo a medical fitness examination regardless of how recently his last medical examination was completed. Applicants, except members of the other Armed Forces, applying for appointment with concurrent active duty will not be required to undergo a medical examination until notification is received from the CG, RCPAC, of selection for appointment. Applicants for appointment without concurrent active duty will not be required to undergo medical examinations until selected for appointment.

f. Additional information required for appointment in Military Intelligence and Military Police Corps.

(1) Applications for Military Intelligence Branch with concurrent active duty will, without regard to any prior investigation completed, include five copies of DD Form 398 (Statement of Personal History) with all applicable items completed as prescribed in AR 381-20 and record of prior clearances entered on the last page of DD Form 398 from personnel records; two copies of FD Form 258 (Fingerprint Card): DD Form 1584 (Department of Defense National Agency Check Request); and two full length photographs approximately post card size.

(2) Applications for Military Intelligence Branch without concurrent active duty will include the documents prescribed in AR 140-192 and AR 614-103.

(3) Applications for appointment as a warrant officer in the Military Police Corps will include documents prescribed in AR 195-3.

g. Photostatic copy of DA Form 152 (Certificate of Completion of Course) when required.

h. DA Form 160 (Application for Active Duty) in duplicate, when applying for concurrent active duty. Individuals who are members of the other Armed Forces when applying for MOS/SSI re-

quiring completion of specific Army courses must indicate in Item 13 (Remarks) completion of equivalent formal instruction within the specific area. Applications must contain evidence indicating courses completed and scope of instruction.

i. A signed statement will be furnished by former conscientious objectors expressing abandonment of such beliefs so far as they pertain to their willingness to bear arms and to give full and unqualified military service to the United States and agreeing that they will not apply for separation by reason of conscientious objection during the period of their contracted agreement.

j. A statement by a conscientious objector applying for appointment in the Chaplains Branch or a corps of the Army Medical Department (except Veterinary Corps) to the effect that he conscientiously objects to combat service but is willing to perform full and unqualified service as a Chaplain or officer of the Army Medical Department (except Veterinary Corps). Conscientious objectors applying under the provisions of this paragraph must possess a Selective Service classification of no higher than 1-A-0 (as opposed to I-O).

k. Members of Reserve Components not on active duty, of the Navy, Air Force, Marine Corps, Coast Guard, and Public Health Service, must submit a conditional release obtained through official channels. Members of the other Armed Forces (except US Coast Guard) on active duty will be accepted and processed without statement of conditional release from the losing service. Applications from members of the US Coast Guard must be accompanied by a conditional release or a copy of a request for such release.

l. A statement from the State adjutant general that a member of the ARNG or ARNGUS applying for appointment, if tendered an appointment, will be separated from his National Guard status.

m. Nonprior-service applicants under 26 years of age who have not previously incurred a service obligation will complete Certificate of Acknowledgement and Understanding of Service Requirements for Individuals Applying for Appointment (DA Form 3574) in triplicate.

n. Prior-service applicants appointed following a break in service, and nonprior-service applicants over 26 years of age will complete Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment (DA Form 3575) in triplicate.

o. An individual not a citizen of the United States by birth will submit a statement as shown in figure 2-2. Children born of an American parent or parents outside the United States acquire citizenship through the parent or parents. Citizenship verification of persons born abroad of an American parent or parents will be made in one of two ways:

(1) Presentation of a Certificate of Citizenship (Form N-600) issued by the Immigration and Naturalization Service. To preclude a future challenge to their claim of citizenship, applicants not having this document should be advised to make application at the nearest office of the Immigration and Naturalization Service.

(2) Presentation of an authenticated copy of Department of State Form 240 (Report of Birth Abroad of a Citizen of the United States of America). This form is also referred to as the Consular Report of Birth. Applicants may ob-

(1) Review application for completeness and determine applicant's administrative eligibility to apply for appointment.

(2) Return application if applicant does not meet the basic administrative prerequisites for appointment, giving reasons for rejection.

(3) Include the following statement, signed by the unit commander in forwarding indorsement when the application is to fill a vacancy in troop program unit:

Appropriate position vacancy exists in this unit in the grade of _____ and MOS/SSI of _____, TDA/TOE _____, paragraph _____ and line number _____, branch _____. There is no qualified officer assigned to this unit, including overstrength status, or any other qualified Reserve officer assigned to the IRR available for this position. This position will be held open for this applicant pending action by higher headquarters. I desire the assignment of the applicant to this organization.

(4) See AR 140-192 and AR 614-103 for actions required in processing applications for Military Intelligence without concurrent active duty.

(5) Forward applications of qualified applicants with appropriate recommendation, through any intermediate commanders to the area commander concerned.

(6) Process applicants for appointment under paragraph 2-2*b*(7) or (8) with authority to appoint examining boards (para 4-1*a*(5) or (6)). The application will be processed in accordance with *c*(1) through (9) below.

b. Intermediate commanders will—

(1) Review application and allied papers and indorse to the area commander.

(2) Indicate availability or nonavailability of qualified officer for position vacancies named in statement required by *a*(3) above.

(3) Return applications when the applicant does not meet the basic administrative prerequisites or when errors are found that cannot be corrected without referring the application to the originator or to his unit of assignment.

c. Area commanders will—

(1) Review applications for correctness and determine eligibility of each applicant.

(2) Return application if—

(*a*) Applicant does not meet the basic administrative prerequisites for appointment, giving the reasons for rejection.

(*b*) Errors or omissions are found that cannot be corrected within the area command headquarters.

(*c*) Applicant is not recommended by the staff section as a result of the review required by paragraph (3) below, giving the reasons for rejection.

(3) Refer applications that meet administrative prerequisites to the respective general or special staff section within headquarters for technical review. The staff section will—

(*a*) Review the applicant's personnel records and application to determine if the applicant has the technical training and practical experience required for appointment.

(*b*) Prepare recommendation to include reasons for conclusions. Recommendation may include additional training which should be provided to the applicant prior to appointment or prior to first assignment after appointment.

(4) When an applicant has been determined eligible and recommended by the staff section—

(*a*) Initiate action to obtain security requirements as prescribed by paragraph 1-4*h*. Applicants, except members of the other Armed Forces applying for concurrent active duty will not require action as prescribed in paragraph 1-4*h*, until receipt of notification from CG, RCPAC, that application is approved.

(*b*) Arrange for a Type A medical examination as prescribed by chapter 10 and appendix IX, AR 40-501 for applicants who are members of the other Armed Forces and concurrent active duty is requested.

(*c*) Refer application to the president of an examining board for action as provided in chapter 4, except as otherwise provided in this regulation or regulations governing the specific appointment. Instruct the boards to advise all applicants that their application will be processed as expeditiously as possible. Telephonic and written inquiries requesting status of an application only delay the processing. The processing and forwarding of all cases will be expedited to the greatest extent possible. Objective should be to complete board action within the 2-week period immediately following receipt of application.

(5) Upon receipt of examining board report—

(*a*) Have scores computed for applicant's

biographical information blank, interview record, and appraisal sheet (para 4-4, 4-5, and 4-6).

★(*b*) Have a composite score computed for female applicants.

(6) Review the entire applicable record, including report of board proceedings and National Agency Check and determine applicant's administrative eligibility and professional acceptability.

(7) Notify rejected applicants, furnishing the specific reason for rejection. When a recommendation of disapproval made by the examining board is approved by the convening authority, the application will be disapproved and returned to the individual.

(8) Tender appointments to qualified applicants when delegated authority.

(9) Forward applications, with appropriate recommendations, requiring approval of HQDA to CDR, RCPAC, ATTN: AGUZ-PAD.

2-4. Status reports and station changes. *a.* Commanders will report change in status to include unfavorable personnel actions which may influence application.

b. Applicants will immediately report any change in status or station to the agency processing the application.

c. CG, RCPAC, will notify the applicant and area commander by electrical message where applications are approved for concurrent active duty.

d. Applicants who are informed of tentative selection will be advised that they should not expend personal funds or make any other permanent plans in connection with their appointment until they have executed their oath of office.

★**2-5. Resubmission.** Previous nonselection does not bar an individual from submitting another application, provided the individual is otherwise medically, morally, and professionally qualified at the time of submission. Individuals who are not selected may not reapply earlier than 1 year after date of previous application. Individuals may reapply earlier when additional pertinent qualifications have been acquired or vacancies for which individual has not been considered are announced subsequent to submission of last application. Warrant officer applications requesting appointment with concurrent call to active duty may be withdrawn by individual request through channels, after having been received at HQDA, for the purpose of submitting information concerning a significant change in qualifications (i.e., attainment of an MOS-related academic degree, change of grade, and/or completion of an MOS-related resident military school course of at least 8 weeks). To reapply for a warrant officer appointment, the requested MOS must be announced open for procurement (para 1-2*b*(4)) and a new application must be initiated for consideration.

2-6. Discontinue procurement. When sufficient applications have been received, an announcement will be made to delete a specific branch, SSI or MOS from the active duty procurement program. Qualified and interested individuals should submit their applications as soon as possible after announcement of the procurement program. Applications should be submitted with the understanding that they will be returned without further processing at any time procurement requirements no longer exist.

2-7. Appointment procedures. Upon approval of an application the appointing authority will—

a. Assign officers to an appropriate branch.

(1) The branches for applicants who are not on active duty will be determined by their qualifications and the vacancies which they are to fill, or in accordance with (2) below.

(2) Former commissioned officers of any of the Armed Forces of the United States on active duty in the Army in a warrant officer or enlisted status, if qualified, will be given the option of accepting appointment in the—

(*a*) Branch in which they have been assigned or detailed, provided they are qualified therefor, or

(*b*) Branch in which they have formerly held an appointment.

b. Issue and forward to each appointee a letter of appointment (fig. 2-3 or 2-4, as appropriate) and DA Form 71 (Oath of Office—Military Personnel).

(1) A signed oath of office is required for appointment in any component of the Army.

(2) The execution and return of the oath of office constitutes acceptance of appointment. No other evidence is needed or required. However, acceptance of an appointment may be "expressed" as by formal acceptance in writing or "implied" as by entering upon the performance of the duties of the office.

(3) An oath of office properly dated and

CHAPTER 3

APPOINTMENTS

Section I. APPOINTMENT OF OFFICERS AND FORMER OFFICERS

3-1. General. Applications of officer and former officers must meet the requirements prescribed in chapter 1 and will be processed in accordance with chapter 2. Applications will be sent to CDR, RCPAC, ATTN: AGUZ-PAD, for administrative review of Official Military Personnel File (OMPF).

3-2. Restriction on appointments. Appointments under this section will not be made in general officer grades or for assignment in—

a. Army Medical Department.

b. Chaplains.

c. Civil Affairs.

d. Judge Advocate General's Corps.

Section II. APPOINTMENT AS COMMISSIONED OFFICERS OF ARMY WARRANT OFFICERS AND ENLISTED PERSONNEL

3-3. General. *a.* This section prescribes special requirements and procedures for appointment of enlisted personnel and warrant officers as commissioned officers in the USAR. The provisions of chapters 1 and 2 apply except as otherwise indicated in this section.

★*b.* Appointments will not be made for assignment in—

(1) Army Medical Department.

(2) Chaplains.

(3) Judge Advocate General's Corps.

(4) Staff Specialist.

(5) Civil Affairs.

c. Applicant must not have reached his 28th birthday at date of appointment. Waiver of maximum age limitations will be considered when—

(1) Applicant becomes overage due to administrative processing, provided the application was submitted within a reasonable period to permit normal processing and any delay encountered resulted from circumstances beyond the control of the applicant. To ensure adequate time for processing, applicant should be encouraged to submit his application prior to his 27th birthday. Request for waiver, with detailed explanation of delay in processing will be submitted in accordance with paragraph 1-6*a*.

(2) The applicant possesses outstanding leadership qualifications for which a requirement exists. Requests for such waivers will be forwarded with recommendations from the area commander for final determination by the Department of the Army.

3-4. Special requirements. Personnel of the following categories may apply under this section.

a. Warrant officers and enlisted persons currently serving on active duty in any component of the Armed Forces in grades E-5 through E-9. Applicant must have completed at least 6 months honorable active duty in those grades in any component of the Armed Forces. Completion of the Army Precommission Correspondence Course is not required but is desirable for personnel without wartime service. Former warrant officers and enlisted personnel who have had 6 months active duty in the grade of warrant officer or in one of the upper five enlisted grades may become administratively eligible by enlistment or transfer as a Reservist of the Army in one of the upper five grades.

b. Army Reservists currently serving in active status in grades E-2 through E-4 subject to the following:

(1) Completion of 1 year of active duty in the Army or 1 year of active Reserve service and an initial tour of Active duty for training.

(2) Satisfactory completion of the Army Precommission Correspondence Course.

(3) Possessing marked qualifications of such nature as to justify appointment prior to service in the upper five enlisted grades.

c. Reserve warrant officers and enlisted members

in grades E-5 through E-9 who meet all of the following requirements.

(1) Are in an active status in the Army Reserve.

(2) Have satisfactorily completed Army Precommission Correspondence Course.

(3) Have completed an initial tour of active duty for training.

(4) Successful completion of a National Guard State Officers' Candidate School approved by Headquarters, Department of the Army will be substituted for (2) or (3) above. The CONUS Army commander concerned will be responsible for appointment of the individual on the date of graduation. Applicants will not be required to appear before an examining board.

d. Warrant officers and enlisted personnel of any component of the Armed Forces of the United States and former warrant officers and former enlisted personnel who have—

(1) Completed at least 1 year of honorable active duty in any of the Armed Forces of the United States, and

(2) At least a baccalaureate degree from an accredited college or university recognized by the Department of Health, Education, and Welfare, Office of Education, as listed in Directory, Higher Education.

Section III. APPOINTMENT OF CHAPLAINS

3-5. General. This section prescribes special requirements and procedures for appointment of qualified personnel for assignment as chaplains. The provisions of chapters 1 and 2 apply except as otherwise provided in this section.

3-6. Special requirements. *a.* Applicants with prior service as chaplains in any component of the Armed Forces of the United States must meet the requirements shown in (2) below. Applicants for initial appointment in grades above second lieutenant and former officers without prior service as chaplains must meet the following criteria:

(1) *Education*—

(*a*) Possess 120 semester hours undergraduate credits or the equivalent from a college or university listed in the current issue of Education Directory, Part 3, Higher Education, published by the Department of Health, Education, and Welfare, or

(*b*) Have completed 120 semester hours credit or the equivalent at a school not listed in the Education Directory, but from which course credits could be transferred to a school listed in the Education Directory, and

(*c*) Possess a Master of Divinity or an equivalent theological degree, or have completed the equivalent of 3 resident years of graduate level study in theology or related subjects, leading to ordination and ecclesiastical indorsement which qualify the applicant to perform professional functions as a chaplain. All education requirements must be fulfilled in a theological school listed in the Official Catholic Directory or the American Association of Theological Schools Directory, or a graduate school of religion which is a component part of a college or university listed in the Education Directory as accredited on the graduate theological level by a regional accrediting agency or association listed in the Education Directory, or

(*d*) Have completed 3 resident years of graduate level study in theology or related subjects or a graduate theological degree at a nonlisted, graduate theological school, if the applicant presents a statement from an institution meeting the requirements specified in *a*(1)(*c*) above indicating that the word would be transferred to that institution.

(*e*) As an exception to (*c*) above, a senior seminary student may apply 180 days prior to graduation and ordination, provided the request is for appointment with concurrent active duty. Such applicant must submit, in addition to transcript of undergraduate credits, a consolidated transcript of graduate credits completed at the time of application and a statement from the registrar of the hours that will be completed upon graduation. The Chief of Chaplains will verify successful completion of graduate studies prior to appointment.

(2) *Ecclesiastical indorsement.* Receive indorsement from an ecclesiastical indorsing agency recognized by the Armed Forces Chaplains Board. In granting ecclesiastical indorsement, ecclesiastical indorsing agents should use DD Form 2088 (Required Information to Accompany Ecclesi-

astical Endorsement/Approval). Copies of the form may be obtained from the Executive Director, Armed Forces Chaplains Board, OASD (M&RA), WASH DC 20301. This indorsement will certify that the applicant is—

(*a*) A fully ordained or qualified priest, rabbi, or minister of religion.

(*b*) Actively engaged in a denominationally approved religious vocation.

(*c*) Recommended as being qualified spiritually, morally, intellectually, and emotionally to represent the applicant's religious body in the Army chaplaincy.

(*d*) As an exception to the above, a senior theological student requesting active duty upon graduation must secure conditional ecclesiastical indorsement by a recognized indorsing agency. The conditional indorsement will indicate the applicant will receive full indorsement upon graduation from the seminary and/or ordination. The Chief of Chaplains will verify ecclesiastical indorsements prior to appointment.

b. Applicants for initial appointment in the grade of second lieutenant with assignment to the Staff Specialist Branch, SSI, 00A56 (Chaplain Candidate) must meet the following:

(1) Present consolidated transcript of a minimum of 120 semester hours of undergraduate credits completed in a school as described in *a*(1) (*a*) above.

(2) Present ecclesiastical approval from recognized denominational indorsing agency.

(3) Present a statement from the registrar of a graduate theological seminary, or other graduate school as described in *a*(1) above that the applicant is either enrolled as a full-time student or has been accepted for the next entering class.

(4) Applicant must sign the following statement and attach it to DA Form 61:

If appointed in the grade of second lieutenant, USAR, SSI 00A56 (Chaplain Candidate) for assignment to the Staff Specialist Branch, I agree to apply for and accept a Commission as first lieutenant, USAR, with assignment to the Chaplains Branch, within 3 years of graduation from seminary and ordination. I further agree to serve a minimum period of 3 consecutive years active duty if the Department of the Army requires my services provided I receive written ecclesiastical indorsement for active duty from a recognized ecclesiastical indorsing agency.

3-7. Grade. *a*. Appointment will not be made in the grade of second lieutenant, except as provided in *c* below, or in general officer grades

b. Appointment may be made in the following grades:

(1) Applicants without prior commissioned service above the grade second lieutenant—first lieutenant. Applicants initially appointed under this authority will be credited with 3 years service in an active status.

(2) Reserve officers or former officers, including chaplains of any of the Armed Forces—in a grade corresponding to the last grade held.

(3) Reserve officers or former officers of the Armed Forces who have previously served sufficient time in grade to qualify for mandatory consideration for promotion to the next higher grade—in the higher grade.

c. Individuals (para 3-6*b*) may be appointed as second lieutenants with assignment to the Staff Specialist Branch, SSI 00A56, until such time as they become eligible for appointment as first lieutenant in the Chaplains Branch, without regard to quotas. An individual, when appointed first lieutenant, will be credited with 3 years service in an active status exclusive of the years, months, and days served in the grade of second lieutenant, Staff Specialist Branch, USAR, as a Chaplain Candidate.

3-8. Applications. *a*. Applicants for the Chaplain Branch and/or the Staff Specialist Branch (Chaplain Candidate) will not be required to appear before an examining board except as directed by Headquarters, Department of the Army. Individuals applying for grades above second lieutenant will furnish the documents indicated below and those required by chapter 2. Individuals holding appointments as second lieutenants, Staff Specialist Branch, with SSI 00A56, need not submit transcript of undergraduate studies or forms required by chapter 2 other than DA Form 61, SF 88, and SF 93.

(1) *Senior theological students.*

(*a*) Transcript and statement of registrar as specified in paragraph 3-6*a*(1)(*e*).

(*b*) Conditional ecclesiastical indorsement as specified in paragraph 3-6*a*(2)(*d*).

(2) *Other applicants.*

(*a*) A consolidated transcript of undergraduate and graduate work.

(*b*) Ecclesiastical indorsement.

b. Individuals applying for the grade of second lieutenant will furnish the papers required by chapter 2 and the additional documents specified in paragraph 3-6*b*.

c. Ecclesiastical approval, conditional indorsements, or ecclesiastical indorsement will be forwarded directly to HQDA (DACH-ZA) WASH, DC 20310, by the applicant or the denominational indorsing agency. Area commanders are authorized to forward applications and allied papers to the Cdr, RCPAC, without these documents when application is for appointment without concurrent active duty.

d. When a second lieutenant assigned to the Staff Specialist Branch, SSI 00A56 (Chaplain Candidate) fails to qualify for appointment as first lieutenant with assignment to Chaplains, action will be taken as prescribed in AR 135-175.

e. Applicant will furnish two copies of a recent photograph, head and shoulder type, 3″ × 5″, with his name printed on the reverse side.

f. Applicants for appointment as chaplains may be appointed prior to completion of a National Agency Check provided they sign a statement of understanding as shown in figure 3-2.

3-9. Verification of ecclesiastical and educational qualifications. *a.* The area commander will forward the application and allied papers of favorable considered applicants to the CDR, RCPAC, ATTN: AGUZ-PAD.

b. The CG, RCPAC, will secure verification of the ecclesiastical and educational qualifications of the applicant and return the application and allied papers to the area commander with a statement that the applicant does or does not meet ecclesiastical and educational requirements.

Section IV. APPOINTMENT IN THE JUDGE ADVOCATE GENERAL'S CORPS

★**3-10. General.** This section prescribes the special requirements for appointment of personnel in The Judge Advocate General's Corps. Only qualified applicants will be appointed to The Judge Advocate General's Corps. This section sets forth the minimum requirements.

3-11. Special requirements. Each applicant for assignment in The Judge Advocate General's Corps must meet the following requirements in addition to those shown in chapter 1.

a. Graduate of a law school approved by the American Bar Association, with a professional degree. Waiver of law school will be considered in accordance with paragraph 1-6*a*(5), only when the applicant possesses unique professional experience as determined by The Judge Advocate General.

b. Admitted to practice and have membership in good standing of the bar of the highest court of a State of the United States or a Federal court.

★*c.* Actively engaged in the practice of law, the teaching of law, or in judicial office for a minimum period of 2 years immediately preceding the effective date of appointment. The 2-year period may be reduced, in the discretion of The Judge Advocate General, on the following basis, for periods of military service (if not otherwise creditable against the practice requirement):

(1) Full credit for periods of active military service.

(2) Half credit for periods of service (other than active duty) in the Ready Reserve in a Reserve component of the Armed Forces.

★*d.* Waiver of this requirement will be considered in accordance with paragraph 1-6*a*(5) only in the case of outstanding applicants whose services are desired for immediate active duty or who have completed the course of study prescribed in AR 135-316 for minimum qualification as an officer in The Judge Advocate General's Corps. An individual whose application is disapproved because of failure to satisfy the 2-year practice requirement may reapply when eligible without regard to the provisions of paragraph 2-5.

3-12. Grade. ★*a.* A person may be appointed in the grade of first lieutenant through colonel for assignment to The Judge Advocate General's Corps. He will be appointed—

(1) In the highest grade (or comparable grade) held satisfactorily in The Judge Advocate General's Corps, or in an assignment corresponding to an assignment in The Judge Advocate General's Corps, while on active duty in any of the Armed Forces, while in an active status in the Army Reserve, or while in the federally recognized Army National Guard, or—

(2) In the highest grade for which he can qualify as a result of education and experience as set forth in *c* below. For appointments without concurrent active duty, applicants must have com-

CHAPTER 4

EXAMINING BOARDS

4-1. Appointment. *a.* Area commanders will appoint boards of officers to examine applicants for appointment when required. Boards will consist of an uneven number of members of not less than three. All members should be of field grade if available. Officers in grade of captain may be used when a sufficient number of field grade officers are not available. In any event, members of the board must be serving in a grade equal to or higher than that under consideration. At least one member of the board must be of the branch for which the applicant is applying. Two members will be from the Active Army and, where possible, from the Regular Army. The member designated as president will be from the Active Army and will be the senior member. A commissioned officer Army aviator will be included as a member of the board when considering applicants for appointment with assignment on an aviation commissioned officer SSI or warrant officer MOS. A rated aviation warrant officer may be used in lieu thereof if a commissioned officer is not available. Waiver of this requirement may be granted when a rated Army aviator is not accessible. A warrant officer of the specialty for which applicant is applying will be appointed to serve as a technical adviser (with vote) to examining board members when interviewing a warrant officer applicant. A commissioned officer with a SSI related to that of the specialty for which the applicant is applying may be appointed to serve as a technical adviser (with vote) when it is determined that an appropriate warrant officer is not available within a reasonable commuting distance and the substitute officer has the means and is willing to travel the distance involved. Authority to appoint boards may be delegated as follows:

(1) Installation commanders for applicants being considered for appointment in grades of major and below.

(2) Commanders of General Officer Commands and US Army Reserve Commands for applicant being considered for appointment in grade of lieutenant colonel if applicant held a previous appointment as a commissioned officer in the Armed Forces.

(3) **Rescinded.**

(4) The Defense Attaché will examine applicants for appointment with concurrent active duty as Attaché Technical Assistants, MOS 961A. Personnel serving at isolated stations with less than three commissioned officers assigned will be examined by the Defense Attaché and the Attaché Technical Assistant using DA Form 6225. These applications will be further examined by a board of MI officers appointed by the Chief, Military Intelligence Branch, HQDA (DAPC-OPF-M).

(5) Installations commanded by a general officer will normally appoint boards to consider applications from personnel on active duty with the Army who are applying for concurrent active duty. When the installation is not commanded by a general officer, the application will be forwarded to the next higher headquarters in the normal chain of command. Installation commanders having general court-martial convening authority may appoint boards when it is determined an applicant is not within a reasonable commuting distance of the examining board.

(6) The US Army Military District of Washington will appoint boards for those applications as prescribed in paragraph 2-2*b*(8).

b. Boards will be convened as close as practicable to the location of the individual concerned.

c. Boards will be appointed and proceedings conducted in accordance with AR 15-6 and this regulation.

4-2. Notification to applicants. *a.* Upon receipt of the examining board of applications and allied papers required by the regulations under which individuals are applying for appointment, the president of the board will notify the applicants of the time and place of appearance before the board. Travel and other expenses incurred by applicants not on active duty will not be chargeable to the Government.

b. Applicants will be so scheduled that, so far as practicable, no one need spend more than 1 day at the examining place.

c. When possible, applicants for the same branch will be scheduled in sequence so that the board

member of that branch may sit without interruption.

d. When necessary, the applicant will be advised in advance of any additional information desired by the board or required by regulations to correct or complete an application.

4-3. Army Aptitude Area GT, Officer Candidate Test (OCT), and Officer Qualification Inventory (OQI). When required (para 1-4*c*), the Arithmetic Reasoning (AR) and the Verbal (VE) components of the Army Classification Battery (ACB) which produce a GT aptitude area score, the OCT, and the OQI will be administered. The test examiner will provide for a written statement showing the date and place test was administered, title and form of test, and score attained. Only those applicants attaining the required score will be authorized to continue with the examination.

★**4-4. Biographical information.** Except as provided in paragraph 4-6*b*, the board will administer the OCS Biographical Information test (DA Form 6215) for female applicants, or Officer Qualification Inventory (OQI), (DA Form 6263) for male applicants. Test components are listed in DA Pam 310-8. The Board will not score test (para 2-3*c*(5)(*a*)).

4-5. Interviewing. Except as provided in paragraph 4-6*b*, the board will interview each applicant prior to having access to applications or allied papers. Instructions for conducting and recording results of the interview are listed in DA Pam 310-8.

★*a.* For female applicants: the Officer Candidate Applicant Interview (Interview Record) (DA Form 6220).

b. **Rescinded.**

4-6. Appraisal of experience. *a. Applicants without prior commissioned officer service.* After interview, a rest period will be given the applicant while the board considers the application and allied papers. The board will then question the applicant on personal history, training, and experience to supplement the facts shown in the application and allied papers. This questioning will be led by the board member of the branch concerned. Technical competence will be inferred from the applicant's history and the impression made on the board during the interview. Each member of the board will make an individual, independent appraisal of the applicant on one of the forms listed in (1) and (2) below (original only). The word "civilian" will be substituted for "military" on the form listed in (1) below when the applicant is applying from civilian life and has not had military experience. When the applicant is considered better qualified for a branch other than the one applied for, the board may recommend such assignment.

(1) For commission applicants, except for Chaplains and Judge Advocate General branches, use Interview Appraisal Sheet M (DA Form 6224).

(2) For warrant officers, Chaplains, and Judge Advocate General branch applicants, use Interview Appraisal Sheet S (DA Form 6225). (This form will be modified to indicate warrant officer application when appropriate.)

b. Applicants with prior commissioned officer service. In recognition of commissioned or former commissioned officer status, board action will be limited to appraisal of experience. The board will examine the application and allied papers, question the applicant, and complete individual appraisal sheets in accordance with *a* above. Area commanders may waive this requirement when board action is not deemed necessary.

4-7. Disclosure of board action. No applicant or any other unauthorized person will be advised of the reasons for disapproval by an examining board, nor will an applicant be given access to any of the material used by the board. The applicant will be informed that after a careful and impartial evaluation of his application and the recommendations of the examining board, it has been determined that his overall qualifications are not sufficiently outstanding to warrant appointment.

4-8. Disposition of records. *a.* The board will forward the following papers through channels to the area commander concerned for action:

(1) Report of proceedings of the board of officers.

(2) Copy of the Disposition Form (DA Form 2496) or military letter appointing the board.

(3) Application and allied papers for each applicant.

(4) Test score statement, when required by paragraph 4-3.

★(5) DA Form 6215-1 (OCS Biographical Information Blank (Answer Sheet)), or DA Form 6263-1 (Officer Qualification Inventory (Answer Sheet) OQI-1), as appropriate.

★(6) DA Form 6220 completed by each board member for each female applicant.

(7) DA Form 6224 or DA Form 6225, as appropriate, completed by each board member for each applicant.

b. A statement substantially as follows will be included in the board report when applicable:

This correspondence is marked FOR OFFICIAL USE ONLY solely because of the addition of Exhibits _____ through _____. When these exhibits are removed, protective markings will be canceled.

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CHAPTER 1

GENERAL

1-1. Purpose. This regulation establishes responsibility and provides procedures for the appointment of male and female commissioned and warrant officers in the Reserve Components of the Army. Exceptions to this regulation will be made only by HQDA on an individual basis. This regulation does not govern appointments of Reserve general officer grades (AR 135-156); Army Medical Department commissioned officers (AR 135-101); graduates of senior ROTC units (AR 145-1); or graduates of officer candidate schools (AR 351-5, AR 140-50). Throughout this regulation the words "he/his" are intended to include both the masculine and feminine genders and any exceptions thereto will be so noted.

1-2. Appointment limitations. Appointment of qualified applicants are limited to—

a. Commissioned officers to fill—

★(1) Mobilization designee table of distribution vacancies as determined by RCPAC upon review of application.

(2) Ready Reserve troop program unit vacancies. Applications for direct appointment will be processed for position vacancies only when there is no qualified officer available. (See para 2-3*a*(3) for statement required in this instance.) This requirement is not applicable to enlisted personnel applying for OCS.

★(3) The grade of captain or below to meet the need for Ready Reserve reinforcements for assignment to the Control Group (Reinforcement). Appointments will be tendered only to exceptionally well qualified individuals who cannot otherwise obtain a commission because of lack of position vacancy in USAR units, mobilization designation table of distribution vacancies, or inability to join a unit due to geographical location. Chaplains may be appointed to the Individual Ready Reserve (IRR) without regard to unit vacancies or geography.

(4) Active duty requirements when qualified Reserve officers are not available.

★*b.* Warrant officers to fill—

(1) Mobilization designee table of distribution vacancies as determined by RCPAC upon review of application.

(2) Ready Reserve troop program unit vacancies based on MOS requirement regardless of the number of warrant officers assigned, provided warrant officers assigned as overstrength who are not qualified in the MOS required for the position vacancy are first given the opportunity to become qualified in the MOS and to accept assignment to the position. (See para 2-3*a*(3) for statement required in this instance.)

(3) Ready Reserve reinforcements for assignment to the Control Group (Reinforcement). Appointments will be tendered only to exceptionally well qualified individuals who cannot otherwise obtain a commission because of lack of position vacancy in USAR units, mobilization designation table of distribution vacancies, or inability to join a unit due to geographical location.

(4) Active duty requirements under specific allocations announced by HQDA, when qualified Reserve warrant officers are not available.

c. The restrictions in *a* above do not apply to:

(1) Warrant officers and enlisted personnel in the Active Army.

(2) Reserve officers in a grade above colonel who cease to occupy a position commensurate with their grade.

(3) Regular Army officers selected for involuntary discharge as a result of reduction in force, applying for appointment without concurrent active duty, effective upon the date after discharge.

(4) Regular Army officers applying for appointment in the Army Reserve concurrent with their unqualified resignation, and National Oceanic and Atmospheric Administration officers eligible for appointment as an exception to the provisions of paragraph 1-5*e*.

1-3. Appointing authority. The authority to tender appointments in accordance with paragraph 2-2 is delegated as follows (see AR 135-101 for Army Medical Department branches):

a. Headquarters, Department of the Army. The Adjutant General (CG, RCPAC) for the appointment of ARNGUS and USAR commis-

sioned and warrant officers, except general officers, with or without concurrent active duty.

b. Area commanders. For the appointment of USAR commissioned and warrant officers residing within the geographical areas of their commands. This authority may not be further delegated except to Commanding Generals of US Army Support Command, Hawaii; US Army Base Command, Okinawa, US Army, Japan; and Eighth US Army, Korea; when appointment with concurrent active duty has been approved at HQDA. Appointments will not be effected in the following cases without prior approval of HQDA:

(1) When concurrent active duty is requested.

(2) In grade of lieutenant colonel or higher if applicant has not had prior service in the grade in which appointment is to be tendered.

(3) When the applicant has been previously separated from the service with severance pay.

★(4) For assignment in the following branches:

(*a*) Chaplain.

(*b*) Judge Advocate General's Corps.

(*c*) Staff Specialist.

★(5) Any application submitted under section V or VI, chapter 3.

(6) When warrant officer assignment is for—

(*a*) Army Bandmaster.

(*b*) Military Police Corps. See AR 195-3.

c. Excepted appointments. As an exception to *a* and *b* above, the Commandants. US Army Aviation School and US Army Primary Helicopter School, and the Deputy Commandant, US Army Aviation School Element, will tender appointments in the USAR to enlisted graduates of the Warrant Officer Rotary Wing Aviator Course and the Warrant Officer Fixed Wing Aviator Course (AR 611-85).

1-4. Eligibility criteria. Individuals possessing the qualifications in *a* through *i* below may apply for appointment, except those individuals enrolled in or formally approved for officer candidate school or prewarrant officer programs.

a. Age. Minimum and maximum age limitations are shown in table 1-1. The applicant must not have reached the birthday of the maximum age indicated prior to appointment.

b. Citizenship.

(1) Except for medical, dental, and allied category specialists liable for induction, and as indicated in (2) below, an applicant must be a US citizen or have lawfully entered the United States for permanent residence under applicable provisions of the Immigration and Naturalization Act as amended, unless he is currently serving, or has served previously in the Armed Forces of the United States. Foreign nationals living in the United States or its possessions who have not applied for permanent residence (nondeclarant alien) may submit application for initial appointment with the provision that if acceptable, application for permanent residence will be made.

(2) Applicants for Military Intelligence and Civil Affairs branches must be citizens of the United States.

(3) Under no circumstances will appointment be made from the following categories:

(*a*) Applicants who have been convicted of wartime desertion or evasion of military service, as specified in the Immigration and Naturalization Act.

(*b*) Any individual barred from citizenship because of having applied for and having been relieved or discharged from service in the Armed Forces by reason of alienage.

c. Mental.

★(1) Male applicants for appointment as a commissioned officer must achieve a score of 110 or higher on Aptitude Area GT of the Army Classification Battery or the Army Qualification Battery; a score of 115 or higher on the Officer Candidate Test; and a minimum composite Officer Candidate Test/Officer Qualification Inventory (OCT OQI) score of 200. An applicant for appointment as a warrant officer must have a recorded standard score of 110 or higher on the Army Aptitude Area GT. If the required score(s) is not recorded, the applicant must be tested to determine his mental qualification. Female applicants for direct appointment as a commissioned officer must achieve a score of 110 or higher on Aptitude Area GT of the Armed Services Vocational Aptitude Battery (ASVAB) or ACB-73.

(2) Provisions of (1) above are not applicable for appointment—

(*a*) In the Army Medical Department, Chaplain's Branch, or Judge Advocate General's Corps.

(*b*) Of a former commissioned officer applying for reappointment as a commissioned officer or appointment as a warrant officer.

(*c*) Of a former warrant officer applying for reappointment as a warrant officer.

(3) Applicants from one of the other Armed Forces will be required to submit evidence of attainment of a qualifying score on OCT and Aptitude Area GT, or the equivalent as measured by a counterpart of Aptitude Area GT, as shown in table 1-2, unless excepted therefrom under (2) above. If available, records of scores will be forwarded by the custodian of the applicant's personnel records to the commander of the Army installation processing the application. If required test scores are not available, arrangements will be made to administer the verbal and arithmetic tests of the Army Classification Battery at the Army installation processing the application. Aptitude Area GT scores will be computed in accordance with the instructions contained in DA Pam 611-70. The test control officer will submit the test results to the commander processing the application.

d. Education. Each applicant must—

(1) Have demonstrated understanding and proficiency in the English language. Applicants whose mother tongue is other than English will be carefully examined by the board to ensure that their command of the English language is sufficient to enable them to perform as officers.

(2) For appointment as a commissioned officer, be a graduate of a high school or school of comparable level, or pass the General Education Development Test (high school level or higher) and meet any additional requirements for specific branches.

(3) For appointment as a warrant officer, have sufficient education, technical training, and practical experience to ensure satisfactory performance of duties of the classification for which application is made.

e. Character. Each applicant must be of good moral character.

f. Leadership. Applicants must possess qualifications as potential leaders and have the ability to deal effectively with people. Such qualifications may be evaluated in terms of the applicant's background and experience.

g. Medical.

(1) Medical requirements are prescribed in AR 140-120 and in chapter 2 and paragraph 7-15, AR 40-501.

(*a*) *For flight training.* A Type B medical examination as prescribed in chapter 10 and appendix IX, AR 40-501, to meet class 1A flying duty medical fitness standards in chapter 4, AR 40-501.

(*b*) *For continuance of aviation duty.* A Type B medical examination as prescribed in chapter 10 and appendix IX, AR 40-501, to meet class II flying duty medical standards prescribed in chapter 4, AR 40-501.

(*c*) *For all other personnel.* A Type A medical examination as prescribed in chapter 10 and appendix IX, AR 40-501, to meet medical fitness standards prescribed in chapter 2, AR 40-501.

(2) The area commander will process medical examinations and waivers as follows:

(*a*) Forward class 1A flying duty medical examinations to HQDA (DASG-HES) WASH DC 20314, for review. Waivers will not be granted.

(*b*) Designate flight surgeons or aviation medical officers to review all class II and class III flying duty medical examinations. Individual cases of questionable or controversial nature may be forwarded directly to HQDA (DASG-HES) WASH DC 20314, for review.

(*c*) Take action on all other reports of medical examinations.

h. Security requirements.

(1) Army area commanders or commanders initially receiving the application, as appropriate, will ensure that the following files are screened, with favorable results before tendering appointment.

(*a*) Military Personnel Records Jacket, US Army (DA Form 201). If available, screen the equivalent file for other Armed Forces applicants.

(*b*) Files of the US Army Investigative Reports Repository (USAIRR), Fort Meade, MD, will be screened on all nonprior service applicants for appointment with concurrent active duty and all prior service applicants for concurrent active duty when there has been a break in service greater than 1 year dating from the individual's last period of service or there is no record of a security clearance in the individual's personnel file. Applicants for appointment without concurrent active duty will be screened as indicated in (2) below.

(2) USAIRR files will not be screened if evidence indicates a previous favorable National Agency Check (NAC) provided—

(*a*) There has not been a break in service greater than 1 year dating from the individual's last period of service, and

(*b*) Screening of the DA Form 201 is favorable.

(3) When suitability information is contained in the USAIRR files the area commander will establish boards to—

(*a*) Evaluate such information.

(*b*) Determine whether information should be submitted to the CG, RCPAC, as a possible bar to appointment.

(4) When a USAIRR file check reveals no record of a NAC having been completed, a new NAC is not required provided a final security clearance has been granted, service has been continuous for the past 5 years, and screening of the DA Form 201 is favorable.

(5) A cryptographic clearance is required for each applicant for assignment to Army Securities Specialties. Applicants for appointment with assignment to Military Intelligence Branch will be informed that background investigation and final clearance may take up to 12 months. All applicants for Military Intelligence except those for MOS 963A, PW Interrogator, must be declared eligible for access to Special Intelligence. A background investigation is required for all alien personnel prior to their appointment as officers in the USAR.

(6) USAIRR files will always be screened on applicants from one of the other Armed Forces.

(7) Waivers of above requirements will not be granted, except as outlined in paragraph 3-8*f*.

i. Examining boards. Applicant must appear before an examining board as prescribed in chapter 4, except those individuals applying under paragraph 1-5*c*(4)(*b*) and 1-5*c*(5) and 1-5*e*(2), and as otherwise provided for in this regulation or in regulations governing specific appointments.

1-5. Ineligibles. The following persons are not eligible for appointment unless waiver is authorized under the provisions of paragraph 1-6:

a. Conscientious objectors, except those classified by Selective Service 1-A-O who volunteer for noncombat service with concurrent active duty. See paragraph 2-1*j* for statement required for such applicants.

b. Persons who have been adjudged youthful offenders or have a record of convictions by any type of military or civil court, excluding minor traffic violations involving a fine or forfeiture of $50 or less and excluding action taken under Article of War 104 or Article 15, Uniform Code of Military Justice.

c. Persons dropped from the rolls or released from active duty, or separated from any com-

vious service was under circumstances that indicate there is an attempt to circumvent normal promotion procedures.

★*r.*(1) Regular Army warrant officers whose appointment would cause them to hold dual warrant officer status. However, they may apply for direct appointment as a commissioned or warrant officer with concurrent active duty, provided a resignation from their Regular Army status is submitted.

(2) Regular Army warrant officers may apply for direct appointment as USAR commissioned officers, without concurrent active duty, to participate in the Dual Component Personnel Management Program (AR 600-39). Appointment for this program does not require the resignation from Regular Army warrant officer status.

1-6. Waiver. Request for waiver will be submitted with the application and must contain complete justification, including recommendations of intermediate commanders when applicable. Waiver of both education and experience will not be considered for appointment under section VI or X, chapter 3.

a. The following requests will be forwarded to the CDR, RCPAC, ATTN: AGUZ-PAD:

(1) All requests for waiver of maximum age and grade under section II, chapter 3. Waiver of minimum age will not be authorized. Exceptions to maximum age, education, experience, and military training will be considered when individuals possess unusual skills or technical qualifications fulfilling a specific need. Waiver of both education and experience will not be considered for appointment under section VI or X, chapter 3.

(2) Waiver for appointment in the grades of lieutenant colonel and colonel of applicants without prior commissioned service.

(3) Waiver of conviction of the following offenses will be submitted with the application and evaluated with the National Agency Check:

(*a*) Felony under local, Federal, or military law.

(*b*) One which resulted in sentence to confinement in prison, stockade, or detention area, or in sentence to hard labor.

(*c*) One involving moral turpitude.

(4) Applications from individuals employed by a foreign government for final determination by the Secretary of the Army.

(5) Waiver of requirements set forth in paragraph 3-11*a* and *c* for appointment in The Judge Advocate General's Corps.

(6) Waiver of the provisions of paragraph 1-5*c*(4) will be considered for those individuals who were discharged as a result of twice failing of selection for USAR promotion based on promotion service accrual while regularly enrolled as students in approved medical or dental schools or while undergoing civilian internship or residency training.

(7) Exceptions to paragraph 1-5*o* may be made when appointment is for concurrent active duty. Those members of the Standby Reserve requesting waiver under this subparagraph must also meet the requirements of paragraph 1-5*h*.

(8) Waiver of the provisions of paragraph 1-5*n* may be considered at HQDA on an individual basis when an applicant applying for appointment without concurrent active duty possesses outstanding qualifications.

(9) Waiver of warrant officer MOS not authorized by procurement directives for concurrent active duty will not be considered for appointment under section X, chapter 3.

b. Waiver of disqualifications other than those authorized in this paragraph will be granted only by the Secretary of the Army upon the recommendation of the CNGB or CAR through DCSPER, DA. Requests for waiver will be submitted through command channels, must fully justify the waiver as being in the best interest of the Army, and must clearly state, with supporting documentation, that the experience or professional qualifications of the individual uniquely suit the position to which he or she is to be appointed.

c. Requests will be forwarded directly to HQDA (DACH-ZA) WASH DC 20310 for exceptions to maximum age limitations for initial appointment in the Chaplains Branch. Applicants ineligible under paragraph 1-5*n* must complete the statement in paragraph 2-1*p*.

d. Area commanders may grant a waiver for offenses under military or civil codes, except as specified in *a*(3) above, if the applicant's conduct and character at this time are above reproach and the potential value of the applicant's services is considered to be very high.

1-7. Grade on appointment. If otherwise qualified, applicants may be appointed in grades indicated.

a. Commissioned officers.

★(1) Warrant officers and enlisted personnel will not normally be appointed under section II, chapter 3, above the grade of second lieutenant. Exceptions may be made by the Department of the Army where outstanding leadership performance in combat or exceptional qualifications make the action in the best interest of the Army.

(2) Officers and former officers.

(*a*) Former Army officers in the highest grade satisfactorily held or in the last grade held if reduced from a higher grade.

(*b*) Reserve officers or former commissioned officers of the other Armed Forces of the United States, United States Public Health Service, including temporary officers thereof, and officers of the National Oceanic and Atmospheric Administration when applicable, in the Army grade comparable to the last grade satisfactorily held.

(*c*) Former second lieutenants who upon appointment would be eligible for promotion to first lieutenant may be appointed in the grade of first lieutenant.

(*d*) Reserve general officers (not on active duty) who are discharged because they cease to occupy a position commensurate with their grade or a higher grade may be appointed in the Reserve grade held prior to being appointed in a general officer grade.

(3) Appointment to fill troop program unit and mobilization designation vacancies will be in the appropriate branch and in the grades authorized in (1) and (2) above and (4) and (5) below. An applicant who is qualified for appointment to the grade of second lieutenant may be appointed to fill only a vacancy in which the TOE or TDA authorized grade is lieutenant. An applicant qualified for appointment in a grade of first lieutenant or above may be appointed in a vacancy in which the TOE or TDA authorized grade is up to two grades above the grade of appointment. An officer occupying a position in which a higher grade is authorized will not be counted against the strength authorization in the TOE/TDA for his grade.

★(4) For grades on appointment with assignment to the Judge Advocate General's Corps, Civil Affairs, as professional and technical specialists, or Chaplains, see appropriate sections in chapter 3 of this regulation. For female applicants for appointment, see section V, chapter 3. For grades on appointment in the Army Medical Department, see AR 135-101.

(5) Applicants may be appointed in grades up to and including colonel.

b. Warrant officers. Appointments will be as warrant officers, W-1, except—

(1) Chief warrant officers and former chief warrant officers may be appointed in the highest warrant officer grade satisfactorily held.

(2) Commissioned and former commissioned officers who have served a minimum of 2 years active service in a commissioned status may be appointed in the grade of chief warrant officer, W-2.

★(3) Enlisted personnel serving in grades E-8 or E-9 may be appointed in the grade of chief warrant officer, W-2, provided they have served at least 2 years in an active status in either of those grades as of date of appointment.

1-8. Service obligations. *a.* For obligations incurred upon initial appointment, see AR 135-91 and DA Forms 3574 and 3575.

b. Nonobligated personnel appointed as commissioned or warrant officers must be available for service during any emergency or mobilization. Applicants must have full knowledge of this requirement when submitting applications.

c. Applicants appointed as commissioned or warrant officers with concurrent active duty are required to serve in an active status for a specified period. The duration of this term of service will be in accordance with regulations or Department of the Army circulars announcing each procurement program.

tain this document from the Authentication Officer, Department of State, WASH, DC 20520.

★*p*. The following signed statement from an applicant for appointment as a Chaplain who because of paragraph 1–5*n* is unable to qualify for retirement benefits. This statement is not required for those individuals who cannot qualify for retirement under 10 U.S.C. 3911 prior to attaining age 60.

I understand that, because of my age, the possibility of my becoming entitled to military retirement benefits under existing legislation is contingent upon the passage of future events which are not accurately predictable at this time.

q. Applicants will complete a chronological listing of all civilian employment and degree of responsibility at each position.

r. During a time of induction a statement by applicants who are enlisted members of the Reserve Components of the Armed Forces and who have completed 6 months active duty or an initial tour of ADT acknowledging that if their induction is caused by failure to participate satisfactorily in required training, they will be ineligible for active duty as an officer or warrant officer and their commission or warrant will be terminated.

s. In lieu of formal application the following may request appointment in letter form:

(1) Regular Army officers applying for USAR appointment concurrent with Regular Army resignation.

(2) Individuals currently serving on active duty as officers of the other Armed Forces when applying for appointment with concurrent active duty as prescribed in AR 614–120.

(3) Warrant officers applying under paragraph 3–33*a*(3) and (4), and former offices under paragraph 3–33*a*(5) when applying within 1 year from date of discharge. Such applicant must meet requirements of paragraph 1–4*g*.

(4) USAR officers applying for appointment in another branch or grade. Such applicants must furnish documentary evidence of educational level as required for the branch and any additional forms, documents, or information as required by other regulations or the section of those regulations governing the particular branch. In addition, a current medical examination as prescribed in AR 140–120 is required.

(5) Regular Army officers eligible to apply for Reserve appointments as commissioned officers, without concurrent active duty, effective upon date after discharge.

t. For members of the National Oceanic and Atmospheric Administration applying under paragraph 1–5*e*, the forms required by *a*, *c*, *d*, and *f* above.

u. Name in which appointed. Ordinarily, applicants will be appointed in the name reflected in a birth, baptismal, citizenship, or naturalization certificate, or court order authorizing a change of name. An individual may be appointed at his request, in the name by which he is known in his community, provided the assumption of that name was not for fraudulent purposes.

(1) An applicant desiring to be appointed in a name as indicated above will be required to submit a written request for name change. The signatures of two individuals who can attest to the truth of the applicant's request must also be furnished. The statement of these individuals should read "The attached information is true to the best of my knowledge and belief." The statement must be dated and signed, current addresses (including ZIP codes) must be given, and the relationship to the applicant must be indicated. It is preferable that the witnesses include the applicant's natural parents, stepparents, or legal guardian. In appropriate cases, the witnesses may include reliable members of the community, such as school officials, clergy, close relatives, and neighbors.

(2) In appropriate cases, the DD Form 369 (Police Record Check) should be accomplished reflecting both the name as recorded on one of the official documents indicated above, and the name assumed by the individual.

★*v*. A copy of enlisted applicant's DA Form 20 (Enlisted Qualification Record) and/or DA Form 2–1 (Personnel Qualification Record-Part II) will accompany the application. Applicants who are members of the Air Force, Navy, Marine Corps, or US Coast Guard will submit a copy of the equivalent form used by the parent service.

w. Individuals with more than 17 years of active Federal service who apply for appointment as a warrant officer with concurrent active duty must complete the following statement:

I, _____, hereby volunteer to remain on active duty for a period of 3 years in warrant officer status subsequent to my appointment and/or call to active duty. I understand that my retention on active duty during this period is subject to the normal release provisions outlined in AR 635-100. I further understand that I may not be voluntarily retired prior to completion of this service obligation.

x. A statement signed by a responsible official from one of the other Armed Forces that a favorable NAC (para 1-4*h*) exists on an individual serving on active duty with that Armed Force will be accepted by the Department of the Army. The statement must indicate the date and by whom the NAC was completed. Certification by the applicant is not acceptable.

★*y.* All applications for appointment in the USAR as commissioned or warrant officers will include a statement of marital status and number and ages of dependents under 18 years of age. In addition to the above information, all applicants will sign and submit the following statement:

I understand that if I am selected for appointment and/or active duty that I will be expected to accept such assignments as are in the best interest of the service regardless of my marital status and/or responsibility for dependents; and that it is my responsibility to make appropriate arrangements for the care of my dependents should I be required to perform duty in an area where dependents are not permitted.

z. A recent photograph, full length, approximately postcard size, with the applicant's name on the reverse, will accompany the applications of all personnel requesting appointment as a warrant officer with concurrent active duty.

2-2. Submission of application. Applications for appointment will be submitted and processed under this chapter, except that applicants for appointment under chapter 3 must meet special requirements outlined in that chapter. Applications for appointment in the Army Nurse Corps and the Army Medical Specialist Corps will be guided by AR 135-101 and applicants for appointments in the other corps of the Army Medical Department by AR 135-101. No command or headquarters, except that conducting the evaluation board (para 2-3*c*(4)(*c*)) will hold an application beyond 5 working days. Applications will be submitted as follows:

a. For appointment with assignment to Army Reserve Troop Program units, mobilization designee table of distribution vacancies and Ready Reserve Reinforcement vacancies—

(1) Through the unit commander for enlisted and warrant officer members of active Reserve units.

(2) Through the commander of the unit where assignment is requested for individuals not members of the Army Reserve.

(3) Through the commanding officer of the unit where applicant is assigned for duty when individual is currently on active duty.

(4) Through the Cdr, RCPAC, ATTN: AGUZ-PAD or the oversea area commander, as appropriate, for applicants who are nonunit members of the Ready Reserve or members of the Standby Reserve.

(5) Through the Army commander for Ready Reserve Reinforcement vacancies except those submitted through (4) above.

(6) Through the Army commander to the Cdr, RCPAC, ATTN: AGUZ-PAD for applicants to fill Mobilization Designee table of distribution vacancies.

b. For appointment with concurrent active duty.

(1) USAR personnel who are members of a troop program unit will submit applications through the unit commander direct to the appropriate area commander. Nonunit USAR personnel will submit applications direct to Cdr, RCPAC, ATTN: AGUZ-PAD or appropriate oversea area commander.

(2) ARNGUS personnel will submit applications through normal Army National Guard channels to the appropriate State adjutant general who will forward the approved applications to the appropriate area commander.

(3) Individuals from civilian status will submit applications direct to the appropriate area commander.

(4) Applications for appointment in the

Chaplains Branch will be forwarded by the applicant direct to HQDA (DACH-ZA) WASH DC 20310.

(5) Personnel on active duty with any of the other Armed Forces will submit applications to the commander having custody of their personnel records who will forward the applications to the appropriate area commander.

(6) Applications from Air Force members who are OSI agents will be forwarded through AF District Offices to the Directorate of Special Investigations (AFISIM) for indication of date the applicant can be made available if selected. Applications will be forwarded by the Director of Special Investigations direct to Cdr, RCPAC, ATTN: AGUZ-PAD, 9700 Page Boulevard, St. Louis MO 63132.

(7) Personnel on active duty with the Army will submit applications through their unit and intermediate commanders to the commander having custody of their personnel records who will forward the applications through installation commander direct to the Cdr, RCPAC, ATTN: AGUZ-PAD.

(8) Personnel who are on active duty with the Army and assigned to activities in the District of Columbia but are not within a geographic area of responsibility of an installation commander will submit their applications for processing to the Commander, US Army Military District of Washington, Fort Lesley J. McNair, WASH DC 20319.

★(9) Applications from personnel on active duty applying for Warrant Officer 202A, Medical Equipment Repair Technician, and Warrant Officer 011A, Military Physicians' Assistant, will be forwarded by the installation commander directly to Cdr, USAMEDDPERSA, ATTN: SGPE-PD, Forrestal Building, Washington, DC 20314.

2-3. Processing of application. *a.* The commander initially receiving the application or the commander having custody of the applicant's personnel records (for personnel on active duty with the Army) will—

ARMY REGULATION
No. 135-100

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, *17 March 1972*

ARMY NATIONAL GUARD AND ARMY RESERVE

APPOINTMENT OF COMMISSIONED AND WARRANT OFFICERS OF THE ARMY

Effective 1 May 1972

This revision incorporates administrative changes and changes resulting from study of direct appointments conducted in consonance with the Hollingsworth Board recommendations. Local supplementation of this regulation is prohibited except upon approval of the Commanding General, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-RPC-PR, 9700 Page Boulevard, St. Louis, MO 63132.

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*This regulation supersedes AR 135-100, 2 January 1968, including all changes.

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CHAPTER 1

GENERAL

1-1. Purpose. This regulation establishes responsibility and provides procedures for the appointment of male and female commissioned and warrant officers in the Reserve Components of the Army. Exceptions to this regulation will be made only by HQDA on an individual basis. This regulation does not govern appointments of Reserve general officer grades (AR 135-156); Army Medical Department commissioned officers (AR 135-101); graduates of senior ROTC units (AR 145-1); or graduates of officer candidate schools (AR 351-5, AR 140-50). Throughout this regulation the words "he/his" are intended to include both the masculine and feminine genders and any exceptions thereto will be so noted.

1-2. Appointment limitations. Appointment of qualified applicants are limited to—

a. Commissioned officers to fill—

(1) Mobilization designee table of distribution vacancies only upon announcement of such vacancies in an Army-wide procurement program published in a Department of the Army message.

(2) Ready Reserve troop program unit vacancies. Applications for direct appointment will be processed for position vacancies only when there is no qualified officer available. (See para 2-3*a*(3) for statement required in this instance.) This requirement is not applicable to enlisted personnel applying for OCS.

★(3) The grade of captain or below to meet the need for Ready Reserve reinforcements for assignment to the Control Group (Reinforcement). Appointments will be tendered only to exceptionally well qualified individuals who cannot otherwise obtain a commission because of lack of position vacancy in USAR units or inability to join a unit due to geographical location. Chaplains may be appointed to the Individual Ready Reserve (IRR) without regard to unit vacancies or geography.

(4) Active duty requirements when qualified Reserve officers are not available.

b. Warrant officers to fill—

(1) Ready Reserve troop program unit vacancies based on MOS requirement regardless of the number of warrant officers assigned, provided warrant officers assigned as overstrength who are not qualified in the MOS required for the position vacancy are first given the opportunity to become qualified in the MOS and to accept assignment to the position. (See para 2-3*a*(3) for statement required in this instance.)

(2) Active duty requirements under specific allocations announced by HQDA, when qualified Reserve warrant officers are not available.

(3) Ready Reserve Reinforcements for assignment to the Control Group (Reinforcement). Appointments will be tendered only to exceptionally well qualified individuals who cannot otherwise obtain a commission because of lack of position vacancy in USAR units or inability to join a unit due to geographical location.

(4) Mobilization designee table of distribution vacancies only upon announcement of such vacancies in an Army-wide procurement program published in a Department of the Army message.

c. The restrictions in *a* above do not apply to:

(1) Warrant officers and enlisted personnel in the Active Army.

(2) Reserve officers in a grade above colonel who cease to occupy a position commensurate with their grade.

(3) Regular Army officers selected for involuntary discharge as a result of reduction in

force, applying for appointment without concurrent active duty, effective upon the date after discharge.

(4) Regular Army officers applying for appointment in the Army Reserve concurrent with their unqualified resignation, and National Oceanic and Atmospheric Administration officers eligible for appointment as an exception to the provisions of paragraph 1–5*e*.

1–3. Appointing authority. The authority to tender appointments in accordance with paragraph 2–2 is delegated as follows (see AR 135–101 for Army Medical Department Branches):

a. Headquarters, Department of the Army. The Adjutant General (CG, RCPAC) for the appointment of ARNGUS and USAR commissioned and warrant officers, except general officers, with or without concurrent active duty.

b. Area commanders. For the appointment of USAR commissioned and warrant officers residing within the geographical areas of their commands. This authority may not be further delegated except to Commanding Generals of US Army Support Command, Hawaii; US Army Base Command, Okinawa, US Army, Japan; and Eighth US Army, Korea; when appointment with concurrent active duty has been approved at HQDA. Appointments will not be effected in the following cases without prior approval of HQDA:

(1) When concurrent active duty is requested.

(2) In grade of lieutenant colonel or higher if applicant has not had prior service in the grade in which appointment is to be tendered.

(3) When the applicant has been previously separated from the service with severance pay.

(4) For assignment in the following branches:

(*a*) Chaplain.

(*b*) Judge Advocate General's Corps.

(*c*) Staff Specialist.

(*d*) Women's Army Corps.

(5) Any application submitted under section VI, chapter 3.

(6) When warrant officer assignment is for—

(*a*) Army Bandmaster.

(*b*) Military Police Corps. See AR 195–3.

c. Excepted appointments. As an exception to *a* and *b* above, the Commandants, US Army Aviation School and US Army Primary Helicopter School, and the Deputy Commandant, US Army Aviation School Element, will tender appointments in the USAR to enlisted graduates of the Warrant Officer Rotary Wing Aviator Course and the Warrant Officer Fixed Wing Aviator Course (AR 611–85).

1–4. Eligibility criteria. Individuals possessing the qualifications in *a* through *i* below may apply for appointment, except those individuals enrolled in or formally approved for officer candidate school or prewarrant officer programs.

a. Age. Minimum and maximum age limitations are shown in table 1–1. The applicant must not have reached the birthday of the maximum age indicated prior to appointment.

b. Citizenship.

(1) Except for medical, dental, and allied category specialists liable for induction, and as indicated in (2) below, an applicant must be a US citizen or have lawfully entered the United States for permanent residence under applicable provisions of the Immigration and Naturalization Act as amended, unless he is currently serving, or has served previously in the Armed Forces of the United States. Foreign nationals living in the United States or its possessions who have not applied for permanent residence (nondeclarant alien) may submit application for initial appointment with the provision that if acceptable, application for permanent residence will be made.

(2) Applicants for Military Intelligence and Civil Affairs Branches must be citizens of the United States.

(3) Under no circumstances will appointment be made from the following categories:

(*a*) Applicants who have been convicted of wartime desertion or evasion of military service, as specified in the Immigration and Naturalization Act.

(*b*) Any individual barred from citizenship because of having applied for and having

been relieved or discharged from service in the Armed Forces by reason of alienage.

c. Mental.

(1) Male applicants for appointment as a commissioned officer must achieve a score of 110 or higher on Aptitude Area GT of the Army Classification Battery or the Army Qualification Battery; a score of 115 or higher on the Officer Candidate Test; and a minimum composite Officer Candidate Test/Officer Qualification Inventory (OCT OQI) score of 200. An applicant for appointment as a warrant officer must have a recorded standard score of 110 or higher on the Army Aptitude Area GT. If the required score(s) is not recorded, the applicant must be tested to determine his mental qualification. Female applicants for direct appointment as a commissioned officer must achieve a score of 115 or higher on Aptitude Area GT of the Armed Services Vocational Aptitude Battery (ASVAB) or ACB-73.

(2) Provisions of (1) above are not applicable for appointment—

(*a*) In the Army Medical Department, Chaplain's Branch, or Judge Advocate General's Corps.

(*b*) Of a former commissioned officer applying for reappointment as a commissioned officer or appointment as a warrant officer.

(*c*) Of a former warrant officer applying for reappointment as a warrant officer.

(3) Applicants from one of the other Armed Forces will be required to submit evidence of attainment of a qualifying score on OCT and Aptitude Area GT, or the equivalent as measured by a counterpart of Aptitude Area GT, as shown in table 1-2, unless excepted therefrom under (2) above. If available, records of scores will be forwarded by the custodian of the applicant's personnel records to the commander of the Army installation processing the application. If required test scores are not available, arrangements will be made to administer the verbal and arithmetic tests of the Army Classification Battery at the Army installation processing the application. Aptitude Area GT scores will be computed in accordance with the instructions contained in DA Pam 611-70. The test control officer will submit the test results to the commander processing the application.

d. Education. Each applicant must—

(1) Have demonstrated understanding and proficiency in the English language. Applicants whose mother tongue is other than English will be carefully examined by the board to ensure that their command of the English language is sufficient to enable them to perform as officers.

(2) For appointment as a commissioned officer, be a graduate of a high school or school of comparable level, or pass the General Education Development Test (high school level or higher) and meet any additional requirements for specific branches.

(3) For appointment as a warrant officer, have sufficient education, technical training, and practical experience to ensure satisfactory performance of duties of the classification for which application is made.

e. Character. Each applicant must be of good moral character.

f. Leadership. Applicants must possess qualifications as potential leaders and have the ability to deal effectively with people. Such qualifications may be evaluated in terms of the applicant's background and experience.

g. Medical.

(1) Medical requirements are prescribed in AR 140-120 and in chapter 2 and paragraph 7-15, AR 40-501.

(*a*) *For flight training.* A Type B medical examination as prescribed in chapter 10 and appendix IX, AR 40-501, to meet class 1A flying duty medical fitness standards in chapter 4, AR 40-501.

(*b*) *For continuance of aviation duty.* A Type B medical examination as prescribed in chapter 10 and appendix IX, AR 40-501, to meet class II flying duty medical standards prescribed in chapter 4, AR 40-501.

(*c*) *For all other personnel.* A Type A medical examination as prescribed in chapter 10 and appendix IX, AR 40-501, to meet medical fitness standards prescribed in chapter 3, AR 40-501.

(2) The area commander will process medical examinations and waivers as follows:

(*a*) Forward class 1A flying duty medical examinations to HQDA (DASG-HES) WASH

DC 20314, for review. Waivers will not be granted.

(*b*) Designate flight surgeons or aviation medical officers to review all class II and class III flying duty medical examinations. Individual cases of questionable or controversial nature may be forwarded direct to HQDA (DASG-HES) WASH DC 20314, for review.

(*c*) Take action on all other reports of medical examinations.

h. Security requirements.

(1) Army area commanders or commanders initially receiving the application, as appropriate, will ensure that the following files are screened, with favorable results before tendering appointment.

(*a*) Military Personnel Records Jacket, US Army (DA Form 201). If available, screen the equivalent file for other Armed Forces applicants.

(*b*) Files of the US Army Investigative Reports Repository (USAIRR), Fort Meade, MD will be screened on all nonprior service applicants for appointment with concurrent active duty and all prior service applicants for concurrent active duty when there has been a break in service greater than 1 year dating from the individual's last period of service or there is no record of a security clearance in the individual's personnel file. Applicants for appointment without concurrent active duty will be screened as indicated in (2) below.

(2) USAIRR files will not be screened if evidence indicates a previous favorable National Agency Check (NAC) provided—

(*a*) There has not been a break in service greater than 1 year dating from the individual's last period of service, and

(*b*) Screening of the DA Form 201 is favorable.

(3) When suitability information is contained in the USAIRR files the area commander will establish boards to—

(*a*) Evaluate such information.

(*b*) Determine whether information should be submitted to the CG, RCPAC as a possible bar to appointment.

(4) When a USAIRR file check reveals no record of a NAC having been completed, a new NAC is not required provided a final security clearance has been granted, service has been continuous for the past 5 years, and screening of the DA Form 201 is favorable.

(5) A cryptographic clearance is required for each applicant for assignment to Army Securities Specialties. Applicants for appointment with assignment to Military Intelligence Branch will be informed that background investigation and final clearance may take up to 12 months. All applicants for Military Intelligence except those for MOS 963A, PW Interrogator, must be declared eligible for access to Special Intelligence. A background investigation is required for all alien personnel prior to their appointment as officers in the USAR.

(6) USAIRR files will always be screened on applicants from one of the other Armed Forces.

★(7) Waivers of above requirements will not be granted, except as outlined in paragraph 3-8*f*.

i. Examining boards. Applicant must appear before an examining board as prescribed in chapter 4, except those individuals applying under paragraph 1-5*c*(4)(*b*) and 1-5*c*(5) and 1-5*e*(2), and as otherwise provided for in this regulation or in regulations governing specific appointments.

1-5. Ineligibles. The following persons are not eligible for appointment unless waiver is authorized under the provisions of paragraph 1-6.:

a. Conscientious objectors, except those classified by Selective Service 1-A-O who volunteer for noncombat service with concurrent active duty. See paragraph 2-1*j* for statement required for such applicants.

b. Persons who have been adjudged youthful offenders or have a record of convictions by any type of military or civil court, excluding minor traffic violations involving a fine or forfeiture of $50 or less and excluding action taken under Article of War 104 or Article 15, Uniform Code of Military Justice.

c. Persons dropped from the rolls or released from active duty, or separated from any com-

vious service was under circumstances that indicate there is an attempt to circumvent normal promotion procedures.

r. Regular Army warrant officers may not be appointed if the appointment would cause them to hold dual status. Regular Army warrant officers may apply for direct appointment under this regulation provided a resignation from their present status is submitted.

1-6. Waiver. Request for waiver will be submitted with the application and must contain complete justification, including recommendations of intermediate commanders when applicable. Waiver of both education and experience will not be considered for appointment under section VI or X, chapter 3.

a. The following requests will be forwarded to the Cdr, RCPAC, ATTN: AGUZ-PAD:

★(1) All requests for waiver of maximum age and grade under section II, chapter 3. Waiver of minimum age will not be authorized. Exceptions to maximum age, education, experience, and military training will be considered when individuals possess unusual skills or technical qualifications fulfilling a specific need. Waiver of both education and experience will not be considered for appointment under section VI or X, chapter 3.

(2) Waiver for appointment in the grades of lieutenant colonel and colonel of applicants without prior commissioned service.

(3) Waiver of conviction of the following offenses will be submitted with the application and evaluated with the National Agency Check:

(*a*) Felony under local, Federal, or military law.

(*b*) One which resulted in sentence to confinement in prison, stockade, or detention area, or in sentence to hard labor.

(*c*) One involving moral turpitude.

(4) Applications from individuals employed by a foreign government for final determination by the Secretary of the Army.

(5) Waiver of requirements set forth in paragraph 3-11*a* and *c* for appointment in the Judge Advocate General's Corps.

(6) Waiver of the provisions of paragraph 1-5*c*(4) will be considered for those individuals who were discharged as a result of twice failing of selection for USAR promotion based on promotion service accrual while regularly enrolled as students in approved medical or dental schools or while undergoing civilian internship or residency training.

(7) Exceptions to paragraph 1-5*o* may be made when appointment is for concurrent active duty. Those members of the Standby Reserve requesting waiver under this subparagraph must also meet the requirements of paragraph 1-5*h*.

(8) Waiver of the provisions of paragraph 1-5*n* may be considered at HQDA on an individual basis when an applicant applying for appointment without concurrent active duty possesses outstanding qualifications.

★(9) Waiver of warrant officer MOS not authorized by procurement directives for concurrent active duty will not be considered for appointment under section X, chapter 3.

★*b.* Waiver of disqualifications other than those authorized in this paragraph will be granted only by the Secretary of the Army upon the recommendation of the CNGB or CAR through DCSPER, DA. Requests for waiver will be submitted through command channels, must fully justify the waiver as being in the best interest of the Army, and must clearly state, with supporting documentation, that the experience or professional qualifications of the individual uniquely suit the position to which he or she is to be appointed.

★*c.* Requests will be forwarded directly to HQDA (DACH-ZA) WASH DC 20310 for exceptions to maximum age limitations for initial appointment in the Chaplains Branch. Applicants ineligible under paragraph 1-5*n* must complete the statement in paragraph 2-1*p*.

★*d.* Area commanders may grant a waiver for offenses under military or civil codes, except as specified in *a*(3) above, if the applicant's conduct and character at this time are above reproach and the potential value of the applicant's services is considered to be very high.

1-7. Grade on appointment. If otherwise qualified, applicants may be appointed in grades indicated.

a. Commissioned officers.

(1) Male warrant officers and enlisted personnel will not normally be appointed under section II, chapter 3, above the grade of second lieutenant. Exceptions may be made by the Department of the Army where outstanding leadership performance in combat or exceptional qualifications make the action in the best interest of the Army.

(2) Officers and former officers.

(*a*) Former Army officers in the highest grade satisfactorily held or in the last grade held if reduced from a higher grade.

(*b*) Reserve officers or former commissioned officers of the other Armed Forces of the United States, United States Public Health Service, including temporary officers thereof, and officers of the National Oceanic and Atmospheric Administration when applicable, in the Army grade comparable to the last grade satisfactorily held.

(*c*) Former second lieutenants who upon appointment would be eligible for promotion to first lieutenant may be appointed in the grade of first lieutenant.

(*d*) Reserve general officers (not on active duty) who are discharged because they cease to occupy a position commensurate with their grade or a higher grade may be appointed in the Reserve grade held prior to being appointed in a general officer grade.

(3) Appointment to fill troop program unit and mobilization designation vacancies will be in the appropriate branch and in the grades authorized in (1) and (2) above and (4) and (5) below. An applicant who is qualified for appointment to the grade of second lieutenant may be appointed to fill only a vacancy in which the TOE or TDA authorized grade is lieutenant. An applicant qualified for appointment in a grade of first lieutenant or above may be appointed in a vacancy in which the TOE or TDA authorized grade is up to two grades above the grade of appointment. An officer occupying a position in which a higher grade is authorized will not be counted against the strength authorization in the TOE/TDA for his grade.

(4) For grades on appointment with assignment to the Women's Army Corps, the Judge Advocate General's Corps, Civil Affairs, as Professional and Technical Specialists, or Chaplains, see appropriate sections of this regulation. For grades on appointment in the Army Medical Department, see AR 135-101.

(5) Applicants may be appointed in grades up to and including colonel.

b. Warrant officers. Appointments will be as warrant officers, W-1, except—

(1) Chief warrant officers and former chief warrant officers may be appointed in the highest warrant officer grade satisfactorily held.

(2) Commissioned and former commissioned officers who have served a minimum of 2 years active service in a commissioned status may be appointed in the grade of chief warrant officer, W-2.

(3) Enlisted men serving in grades E-8 or E-9 may be appointed in the grade of chief warrant officer, W-2, provided they have served at least 2 years in an active status in either of those grades as of date of appointment.

1-8. Service obligations. *a.* For obligations incurred upon initial appointment, see AR 135-91 and DA Forms 3574 and 3575.

b. Nonobligated personnel appointed as commissioned or warrant officers must be available for service during any emergency or mobilization. Applicants must have full knowledge of this requirement when submitting applications.

c. Applicants appointed as commissioned or warrant officers with concurrent active duty are required to serve in an active status for a specified period. The duration of this term of service will be in accordance with regulations or Department of the Army circulars announcing each procurement program.

CHAPTER 2

PROCESSING

2-1. Applications and allied papers. Applications for appointment will include the following documents, except as indicated in *r* through *t* below:

★*a.* DA Form 61 (Application for Appointment) in triplicate.

(1) When submitted under section VI, chapter 3, the specialty for which applying will be shown below in Item 35 (Remarks).

(2) Individuals currently holding any other USAR status will include a statement in Item 35 that they understand their present Reserve status will be vacated by acceptance of appointment.

(3) Individuals serving in oversea commands will include in Item 35 the scheduled date of return to CONUS or rotation to another location in an oversea command.

(4) When submitted under section V, chapter 3—

(*a*) Applicant will indicate WAC in branch preferences and in addition will include three other preferences from the combat support and combat service support branches.

(*b*) Item 35 will include a statement that the individual understands that, if accepted for appointment, her application for branch detail is not a commitment by the Army or the individual, and that branch detail selections are made in accordance with the Army's needs and the individual's qualifications.

b. Documentary evidence of educational qualifications. Consolidated transcripts of college and university study will be signed by an official of the institution attended. Photostatic or true copies are acceptable.

c. DD Form 398 (Statement of Personal History) in duplicate.

d. Forms required for completion of personnel security investigation as specified in AR 381-20. Applications for appointment and concurrent active duty will include a statement that a National Agency Check or other investigation of broader scope has been initiated (date initiated) or that such investigation has been conducted previously, with identifying date.

e. Standard Form 88 (Report of Medical Examination) will be prepared in duplicate and Standard Form 93 (Report of Medical History) will be prepared in original only. If a previous medical examination is valid under AR 40-501, a new medical examination will be required only if the appointing authority has reason to question the medical fitness of the applicant, or if the applicant requests an examination. Any applicant drawing a pension, disability compensation, or retirement pay must undergo a medical fitness examination regardless of how recently his last medical examination was completed. Applicants, except members of the other Armed Forces, applying for appointment with concurrent active duty will not be required to undergo a medical examination until notification is received from the CG, RCPAC, of selection for appointment. Applicants for appointment without concurrent active duty will not be required to undergo medical examinations until selected for appointment.

f. Additional information required for appointment in Military Intelligence and Military Police Corps.

(1) Applications for Military Intelligence Branch with concurrent active duty will, without regard to any prior investigation completed, include five copies of DD Form 398 (Statement of Personal History) with all applicable items completed as prescribed in AR 381-20 and re-

cord of prior clearances entered on the last page of DD Form 398 from personnel records; two copies of FD Form 258 (Fingerprint Card): DD Form 1584 (Department of Defense National Agency Check Request); and two full length photographs approximately post card size.

(2) Applications for Military Intelligence Branch without concurrent active duty will include the documents prescribed in AR 140-192 and AR 614-103.

(3) Applications for appointment as a warrant officer in the Military Police Corps will include documents prescribed in AR 195-3.

g. Photostatic copy of DA Form 152 (Certificate of Completion of Course) when required.

h. DA Form 160 (Application for Active Duty) in duplicate, when applying for concurrent active duty. Individuals who are members of the other Armed Forces when applying for MOS/SSI requiring completion of specific Army courses must indicate in Item 13 (Remarks) completion of equivalent formal instruction within the specific area. Applications must contain evidence indicating courses completed and scope of instruction.

i. A signed statement will be furnished by former conscientious objectors expressing abandonment of such beliefs so far as they pertain to their willingness to bear arms and to give full and unqualified military service to the United States and agreeing that they will not apply for separation by reason of conscientious objection during the period of their contracted agreement.

j. A statement by a conscientious objector applying for appointment in the Chaplains Branch or a corps of the Army Medical Department (except Veterinary Corps) to the effect that he conscientiously objects to combat service but is willing to perform full and unqualified service as a Chaplain or officer of the Army Medical Department (except Veterinary Corps). Conscientious objectors applying under the provisions of this paragraph must possess a Selective Service classification of no higher than 1-A-0 (as opposed to I-O).

k. Members of Reserve Components not on active duty, of the Navy, Air Force, Marine Corps, Coast Guard, and Public Health Service, must submit a conditional release obtained through official channels. Members of the other Armed Forces (except US Coast Guard) on active duty will be accepted and processed without statement of conditional release from the losing service. Applications from members of the US Coast Guard must be accompanied by a conditional release or a copy of a request for such release.

l. A statement from the State adjutant general that a member of the ARNG or ARNGUS applying for appointment, if tendered an appointment, will be separated from his National Guard status.

★*m.* Nonprior-service applicants under 26 years of age who have not previously incurred a service obligation will complete Certificate of Acknowledgement and Understanding of Service Requirements for Individuals Applying for Appointment (DA Form 3574) in triplicate.

★*n.* Prior-service applicants appointed following a break in service, and nonprior-service applicants over 26 years of age will complete Certificate of Acknowledgement and Understanding of Service Requirements for Individuals Applying for Appointment (DA Form 3575) in triplicate.

o. An individual not a citizen of the United States by birth will submit a statement as shown in figure 2-2. Children born of an American parent or parents outside the United States acquire citizenship through the parent or parents. Citizenship verification of persons born abroad of an American parent or parents will be made in one of two ways:

(1) Presentation of a Certificate of Citizenship (Form N-600) issued by the Immigration and Naturalization Service. To preclude a future challenge to their claim of citizenship, applicants not having this document should be advised to make application at the nearest office of the Immigration and Naturalization Service.

(2) Presentation of an authenticated copy of Department of State Form 240 (Report of Birth Abroad of a Citizen of the United States of America). This form is also referred to as the Consular Report of Birth. Applicants may ob-

(1) Review application for completeness and determine applicant's administrative eligibility to apply for appointment.

(2) Return application if applicant does not meet the basic administrative prerequisites for appointment, giving reasons for rejection.

(3) Include the following statement, signed by the unit commander in forwarding indorsement when the application is to fill a vacancy in troop program unit:

Appropriate position vacancy exists in this unit in the grade of _____ and MOS/SSI of _____, TDA/TOE _____, paragraph _____ and line number _____, branch _____. There is no qualified officer assigned to this unit, including overstrength status, or any other qualified Reserve officer assigned to the IRR available for this position. This position will be held open for this applicant pending action by higher headquarters. I desire the assignment of the applicant to this organization.

(4) See AR 140-192 and AR 614-103 for actions required in processing applications for Military Intelligence without concurrent active duty.

(5) Forward applications of qualified applicants with appropriate recommendation, through any intermediate commanders to the area commander concerned.

(6) Process applicants for appointment under paragraph 2-2*b*(7) or (8) with authority to appoint examining boards (para 4-1*a*(5) or (6)). The application will be processed in accordance with *c*(1) through (9) below.

b. Intermediate commanders will—

(1) Review application and allied papers and indorse to the area commander.

(2) Indicate availability or nonavailability of qualified officer for position vacancies named in statement required by *a*(3) above.

(3) Return applications when the applicant does not meet the basic administrative prerequisites or when errors are found that cannot be corrected without referring the application to the originator or to his unit of assignment.

c. Area commanders will—

(1) Review applications for correctness and determine eligibility of each applicant.

(2) Return application if—

(*a*) Applicant does not meet the basic administrative prerequisites for appointment, giving the reasons for rejection.

(*b*) Errors or omissions are found that cannot be corrected within the area command headquarters.

★(*c*) Applicant is not recommended by the staff section as a result of the review required by paragraph (3) below, giving the reasons for rejection.

★(3) Refer applications that meet administrative prerequisites to the respective general or special staff section within headquarters for technical review. The staff section will—

(*a*) Review the applicant's personnel records and application to determine if the applicant has the technical training and practical experience required for appointment.

(*b*) Prepare recommendation to include reasons for conclusions. Recommendation may include additional training which should be provided to the applicant prior to appointment or prior to first assignment after appointment.

(4) When an applicant has been determined eligible and recommended by the staff section—

(*a*) Initiate action to obtain security requirements as prescribed by paragraph 1-4*h*. Applicants, except members of the other Armed Forces applying for concurrent active duty will not require action as prescribed in paragraph 1-4*h*, until receipt of notification from CG, RCPAC that application is approved.

(*b*) Arrange for a Type A medical examination as prescribed by chapter 10 and appendix IX, AR 40-501 for applicants who are members of the other Armed Forces and concurrent active duty is requested.

(*c*) Refer application to the president of an examining board for action as provided in chapter 4, except as otherwise provided in this regulation or regulations governing the specific appointment. Instruct the boards to advise all applicants that their application will be processed as expeditiously as possible. Telephonic and written inquiries requesting status of an application only delay the processing. The processing and forwarding of all cases will be expedited to the greatest extent possible. Objective should be to complete board action within the 2-week period immediately following receipt of application.

(5) Upon receipt of examining board report—

(*a*) Have scores computed for applicant's biographical information blank, interview record, and appraisal sheet (para 4-4, 4-5, and 4-6).

(*b*) Have a composite score computed for WAC applicants.

(6) Review the entire applicable record, including report of board proceedings and National Agency Check and determine applicant's administrative eligibility and professional acceptability.

★(7) Notify rejected applicants, furnishing the specific reason for rejection. When a recommendation of disapproval made by the examining board is approved by the convening authority, the application will be disapproved and returned to the individual.

(8) Tender appointments to qualified applicants when delegated authority.

(9) Forward applications, with appropriate recommendations, requiring approval of HQDA to Cdr, RCPAC, ATTN: AGUZ-PAD.

2-4. Status reports and station changes. *a.* Commanders will report change in status to include unfavorable personnel actions which may influence application.

b. Applicants will immediately report any change in status or station to the agency processing the application.

c. CG, RCPAC will notify the applicant and area commander by electrical message where applications are approved for concurrent active duty.

d. Applicants who are informed of tentative selection will be advised that they should not expend personal funds or make any other permanent plans in connection with their appointment until they have executed their oath of office.

2-5. Resubmission. Previous nonselection does not bar an individual from submitting another application, provided the individual is otherwise medically, morally, and professionally qualified at the time of submission. Individuals who are not selected may not reapply earlier than 1 year after date of previous application. Individuals may reapply earlier when additional pertinent qualifications have been acquired or vacancies for which individual has not been considered are announced subsequent to submission of last application. Warrant officer applications requesting appointment with concurrent call to active duty may be withdrawn by individual request through channels, after having been received at HQDA, for the purpose of submitting information concerning a significant change in qualifications (i.e., attainment of an MOS-related academic degree, change of grade, and/or completion of an MOS-related resident military school course of at least 8 weeks). To reapply for a warrant officer appointment, the requested MOS must be announced open for procurement (para 1-2*b*(2)) and a new application must be initiated for consideration.

2-6. Discontinue procurement. When sufficient applications have been received, an announcement will be made to delete a specific branch, SSI or MOS from the active duty procurement program. Qualified and interested individuals should submit their applications as soon as possible after announcement of the procurement program. Applications should be submitted with the understanding that they will be returned without further processing at any time procurement requirements no longer exist.

2-7. Appointment procedures. Upon approval of an application the appointing authority will—

a. Assign officers to an appropriate branch.

(1) The branches for applicants who are not on active duty will be determined by their qualifications and the vacancies which they are to fill, or in accordance with (2) below.

(2) Former commissioned officers of any of the Armed Forces of the United States on active duty in the Army in a warrant officer or enlisted status, if qualified, will be given the option of accepting appointment in the—

(*a*) Branch in which they have been assigned or detailed, provided they are qualified therefor, or

(*b*) Branch in which they have formerly held an appointment.

b. Issue and forward to each appointee a letter of appointment (fig. 2-3 or 2-4, as appropriate) and DA Form 71 (Oath of Office—Military Personnel).

(1) A signed oath of office is required for appointment in any component of the Army.

(2) The execution and return of the oath of office constitutes acceptance of appointment. No other evidence is needed or required. However, acceptance of an appointment may be "expressed" as by formal acceptance in writing or "implied" as by entering upon the performance of the duties of the office.

(3) An oath of office properly dated and signed by a Reserve officer of the Army and taken before a person believed qualified but actually unauthorized to administer oaths, is ineffective as an oath of office because of defective attestation. However, it is valid as an acceptance and will be recorded as such on all Army records. In such instances, a valid oath of office will be secured and will be dated as of the date actually accomplished. Both oaths will accompany the papers forwarded under the provision of paragraph 2-8*b*(1).

(4) When the appointment involves a warrant officer or enlisted member of the Active Army; enter in parentheses under appointee's address, the individual's current grade.

(5) When credit for service in an active status based on education and experience is used to determine grade eligibility at the time of appointment, the number of years, months, and days credited will be indicated after "D" on the letter of appointment.

(6) An oath of office executed with reservations of any nature or modification will not be recorded as an acceptance. If the individual does not desire to execute an oath without reservations, the appointment will be canceled.

c. If the individual fails to reply within 90 days or not in sufficient time to comply with orders for concurrent active duty, unless for justifiable reasons, notify the appointee of withdrawal of the appointment and request return of documents forwarded to the individual.

d. Major commanders will notify HQDA (DAPC-OP (appropriate control branch)), Alexandria, VA 22332, of all selected officers not ordered to active duty, including the reason therefore. The Cdr, RCPAC, ATTN: AGUZ-PAD, will be notified when selected applicants are not tendered an appointment or when the appointment is not accepted.

e. The oath of office will not be executed prior to date of entry on active duty when the appointment is for concurrent active duty and the appointee is currently serving in the active Armed Forces. When an appointment is contingent upon satisfactory completion of prescribed schooling, the oath of office will not be executed prior to date of graduation.

f. If the appointee declines the appointment, the letter of appointment and allied papers, together with the letter of declination, will be forwarded to the Cdr, RCPAC, ATTN: AGUZ-PAD, when HQDA is the appointing authority.

2-8. Disposition of appointment documents. *a.* Upon receipt of DA Form 71, the appointing authority will—

(1) Record the officer's date of acceptance on letter of appointment.

(2) For all original appointments, forward an officer's commission (DD Form 1A), or warrant officer's commission (DA Form 1290). The date of the individual's acceptance will be shown on the commission or warrant as the date of appointment. DA Pam 600-2 (The Armed Forces Officer) will also be forwarded to commissioned officers.

b. The appointing authority will take the following action:

★(1) Forward the following documents, *in the order shown*, to HQDA (DAPC-PAR) Alexandria, VA 22332, when appointment is for concurrent active duty, and to the Cdr, RCPAC, ATTN: AGUZ-DCD-OB for all other appointments.

(*a*) One copy of the letter of appointment.

(*b*) DA Form 71.

(*c*) Original DA Form 61.

(*d*) Original SF 88.

(*e*) Original DD Form 1584 when appropriate.

(*f*) Original DD Form 398.

(*g*) Original DA Form 160, when applicable.

(*h*) Original DA Form required by paragraph 2-1*m* or *n* as applicable.

★(2) File copies of the records indicated in (1) (*a*), (*c*), (*d*), (*e*), (*f*), and (*h*) above with a copy of the SF 93 in the Military Personnel Records Jacket or Health Record, as appropriate. AR 640-10 governs the identification of documents filed in the Military Personnel Records Jacket. For officers appointed with concurrent active duty, these records will be forwarded to the first duty station of the individual. For individuals appointed from an Active Army status, forward the records to the commanding officer of the individual's unit. For all other appointees, records will be forwarded to the appropriate commander or the Cdr, RCPAC, ATTN: AGUZ-DCD-OB.

c. The authority tendering appointment will establish necessary procedure to notify the appropriate State adjutant general or the losing service of the acceptance by their members of appointment as Reserve commissioned or warrant officers of the Army. Notification will contain sufficient information for the losing agency to identify the individual involved. Forward a copy of the letter of appointment to HQDA (DAMO-IAZ) WASH DC 20310, when appointment is made for assignment to the Civil Affairs Branch.

d. The area commander will forward a letter as outlined in figure 2-5 to each officer initially commissioned in the USAR who is not ordered to concurrent active duty or who is not serving on active duty in any status.

e. The report of the examining board and related papers will be disposed of as prescribed in AR 340-18-7. Answer sheets (DA Form 6215-1) for the WAC Biographical Information Blank will be forwarded to the US Army Behavior and Systems Research Laboratory, Room 239, Commonwealth Building, 1320 Wilson Boulevard, Arlington, VA 22209. Original documents belonging to each applicant will be returned when they have served their purpose.

2-9. Commissions and warrants. Stocks of DD Form 1A and DA Form 1290 will be obtained from AG publications channels. Appointing authorities will safeguard these forms at all times and protect them from multilation during mailing.

2-10. Army Reserve appointments by grade, branch, and source (DA Form 2490), Requirement Control Symbol AG-632. *a. Purpose.* This report is required by law (10 U.S.C. 3353 (d)). In addition, it will be used in evaluating the Reserve component policies and as a source of furnishing appointment data to responsible agencies.

b. Preparing agencies. Appointment authorities are responsible for preparing and submitting this report for each calendar year. Report will be dispatched in single copy to the Cdr, RCPAC, ATTN: AGUZ-PAD, not later than 5 workdays following the end of the calendar year.

c. Forms. Report will be submitted on DA Form 2490 which will be obtained from AG Publications channels.

CHAPTER 3

APPOINTMENTS

Section I. APPOINTMENT OF OFFICERS AND FORMER OFFICERS

3-1. General. Applications of officer and former officers must meet the requirements prescribed in chapter 1 and will be processed in accordance with chapter 2. Applications will be sent to Cdr, RCPAC, ATTN: AGUZ-PAD, for administrative review of Official Military Personnel File (OMPF).

3-2. Restriction on appointments. Appointments under this section will not be made in general officer grades or for assignment in—

a. Army Medical Department.

b. Chaplains.

c. Civil Affairs.

d. Judge Advocate General's Corps.

Section II. APPOINTMENT AS COMMISSIONED OFFICERS OF ARMY WARRANT OFFICERS AND ENLISTED PERSONNEL

3-3. General. *a.* This section prescribes special requirements and procedures for appointment of enlisted personnel and warrant officers as commissioned officers in the USAR. The provisions of chapters 1 and 2 apply except as otherwise indicated in this section.

b. Appointments will not be made for assignment in—

(1) Army Medical Department.

(2) Chaplains.

(3) Judge Advocate General's Corps.

(4) Staff Specialist.

(5) Civil Affairs.

(6) Women's Army Corps (requirements of sec. V apply).

c. Applicant must not have reached his 28th birthday at date of appointment. Waiver of maximum age limitations will be considered when—

(1) Applicant becomes overage due to administrative processing, provided the application was submitted within a reasonable period to permit normal processing and any delay encountered resulted from circumstances beyond the control of the applicant. To ensure adequate time for processing, applicant should be encouraged to submit his application prior to his 27th birthday. Request for waiver, with detailed explanation of delay in processing will be submitted in accordance with paragraph 1-6*a*.

(2) The applicant possesses outstanding leadership qualifications for which a requirement exists. Requests for such waivers will be forwarded with recommendations from the area commander for final determination by the Department of the Army.

3-4. Special requirements. Personnel of the following categories may apply under this section.

a. Warrant officers and enlisted persons currently serving on active duty in any component of the Armed Forces in grades E-5 through E-9. Applicant must have completed at least 6 months honorable active duty in those grades in any component of the Armed Forces. Com-

pletion of the Army Precommission Correspondence Course is not required but is desirable for personnel without wartime service. Former warrant officers and enlisted personnel who have had 6 months active duty in the grade of warrant officer or in one of the upper five enlisted grades may become administratively eligible by enlistment or transfer as a Reservist of the Army in one of the upper five grades.

b. Army Reservists currently serving in active status in grades E-2 through E-4 subject to the following:

(1) Completion of 1 year of active duty in the Army or 1 year of active Reserve service and an initial tour of active duty for training.

(2) Satisfactory completion of the Army Precommission Correspondence Course.

(3) Possessing marked qualifications of such nature as to justify appointment prior to service in the upper five enlisted grades.

c. Reserve warrant officers and enlisted members in grades E-5 through E-9 who meet all of the following requirements.

(1) Are in an active status in the Army Reserve.

(2) Have satisfactorily completed Army Precommission Correspondence Course.

(3) Have completed an initial tour of active duty for training.

(4) Successful completion of a National Guard State Officers' Candidate School approved by Headquarters, Department of the Army will be substituted for (2) or (3) above. The CONUS Army commander concerned will be responsible for appointment of the individual on the date of graduation. Applicants will not be required to appear before an examining board.

d. Warrant officers and enlisted personnel of any component of the Armed Forces of the United States and former warrant officers and former enlisted personnel who have—

(1) Completed at least 1 year of honorable active duty in any of the Armed Forces of the United States, and

(2) At least a baccalaureate degree from an accredited college or university recognized by the Department of Health, Education, and Welfare, Office of Education, as listed in Directory, Higher Education.

Section III. APPOINTMENT OF CHAPLAINS

3-5. General. This section prescribes special requirements and procedures for appointment of qualified personnel for assignment as chaplains. The provisions of chapters 1 and 2 apply except as otherwise provided in this section.

3-6. Special requirements. *a.* Applicants with prior service as chaplains in any component of the Armed Forces of the United States must meet the requirements shown in (2) below. Applicants for initial appointment in grades above second lieutenant and former officers without prior service as chaplains must meet the following criteria:

★(1) *Education*—

(*a*) Possess 120 semester hours undergraduate credits or the equivalent from a college or university listed in the current issue of Education Directory, Part 3, Higher Education, published by the Department of Health, Education, and Welfare, or

(*b*) Have completed 120 semester hours credit or the equivalent at a school not listed in the Education Directory, but from which course credits could be transferred to a school listed in the Education Directory, and

(*c*) Possess a Master of Divinity or an equivalent theological degree, or have completed the equivalent of 3 resident years of graduate level study in theology or related subjects, leading to ordination and ecclesiastical indorsement which qualify the applicant to perform professional functions as a chaplain. All education requirements must be fulfilled in a theological school listed in the Official Catholic Directory or the American Association of Theological Schools Directory, or a graduate school of religion which is a component part of a college or university listed in the Education Directory as accredited on the graduate theological level by a regional accrediting agency or association listed in the Education Directory, or

(*d*) Have completed 3 resident years of graduate level study in theology or related subjects or a graduate theological degree at a nonlisted, graduate theological school, if the applicant presents a statement from an institution meeting the requirements specified in *a*(1)(*c*) above indicating that the work would be transferred to that institution.

(*e*) As an exception to (*c*) above, a senior seminary student may apply 180 days prior to graduation and ordination, provided the request is for appointment with concurrent active duty. Such applicant must submit, in addition to transcript of undergraduate credits, a consolidated transcript of graduate credits completed at the time of application and a statement from the registrar of the hours that will be completed upon graduation. The Chief of Chaplains will verify successful completion of graduate studies prior to appointment.

★(2) *Ecclesiastical indorsement.* Receive indorsement from an ecclesiastical indorsing agency recognized by the Armed Forces Chaplains Board. In granting ecclesiastical indorsement, ecclesiastical indorsing agents should use DD Form 2088 (Required Information to Accompany Ecclesiastical Endorsement/Approval). Copies of the form may be obtained from the Executive Director, Armed Forces Chaplains Board, OASD(M&RA), Washington, DC 20301. This indorsement will certify that the applicant is—

(*a*) A fully ordained or qualified priest, rabbi, or minister of religion.

(*b*) Actively engaged in a denominationally approved religious vocation.

(*c*) Recommended as being qualified spiritually, morally, intellectually, and emotionally to represent the applicant's religious body in the Army chaplaincy.

(*d*) As an exception to the above, a senior theological student requesting active duty upon graduation must secure conditional ecclesiastical indorsement by a recognized indorsing agency. The conditional indorsement will indicate the applicant will receive full indorsement upon graduation from the seminary and/or ordination. The Chief of Chaplains will verify ecclesiastical indorsements prior to appointment.

★*b*. Applicants for initial appointment in the grade of second lieutenant with assignment to the Staff Specialist Branch, SSI, 00A56 (Chaplain Candidate) must meet the following:

(1) Present consolidated transcript of a minimum of 120 semester hours of undergraduate credits completed in a school as described in *a*(1)(*a*) above.

(2) Present ecclesiastical approval from recognized denominational indorsing agency.

★(3) Present a statement from the registrar of a graduate theological seminary, or other graduate school as described in *a*(1) above that the applicant is either enrolled as a full-time student or has been accepted for the next entering class.

★(4) Applicant must sign the following statement and attach it to DA Form 61:

If appointed in the grade of second lieutenant, USAR, SSI 00A56 (Chaplain Candidate) for assignment to the Staff Specialist Branch, I agree to apply for and accept a Commission as first lieutenant, USAR, with assignment to the Chaplains Branch, within 3 years of graduation from seminary and ordination. I further agree to serve a minimum period of 3 consecutive years active duty if the Department of the Army requires my services provided I receive written ecclesiastical indorsement for active duty from a recognized ecclesiastical indorsing agency.

3-7. Grade. *a*. Appointment will not be made in the grade of second lieutenant, except as provided in *c* below, or in general officer grades.

b. Appointment may be made in the following grades:

(1) Applicants without prior commissioned service above the grade second lieutenant—first lieutenant. Applicants initially appointed under this authority will be credited with 3 years service in an active status.

(2) Reserve officers or former officers, including chaplains of any of the Armed Forces—in a grade corresponding to the last grade held.

(3) Reserve officers or former officers of the Armed Forces who have previously served sufficient time in grade to qualify for mandatory consideration for promotion to the next higher grade—in the higher grade.

c. Individuals (para 3-6*b*) may be appointed as second lieutenants with assignment to the

Staff Specialist Branch, SSI 00A56, until such time as they become eligible for appointment as first lieutenant in the Chaplains Branch, without regard to quotas. An individual, when appointed first lieutenant, will be credited with 3 years service in an active status exclusive of the years, months, and days served in the grade of second lieutenant, Staff Specialist Branch, USAR, as a Chaplain Candidate.

★**3-8. Applications.** *a.* Applicants for the Chaplain Branch and/or the Staff Specialist Branch (Chaplain Candidate) will not be required to appear before an examining board except as directed by Headquarters, Department of the Army. Individuals applying for grades above second lieutenant will furnish the documents indicated below and those required by chapter 2. Individuals holding appointments as second lieutenants, Staff Specialist Branch, with SSI 00A56, need not submit transcript of undergraduate studies or forms required by chapter 2 other than DA Form 61, SF 88, and SF 93.

★(1) *Senior theological students.*

(*a*) Transcript and statement of registrar as specified in paragraph 3-6*a*(1)(*e*).

(*b*) Conditional ecclesiastical indorsement as specified in paragraph 3-6*a*(2)(*d*).

(2) *Other applicants.*

(*a*) A consolidated transcript of undergraduate and graduate work.

(*b*) Ecclesiastical indorsement.

b. Individuals applying for the grade of second lieutenant will furnish the papers required by chapter 2 and the additional documents specified in paragraph 3-6*b*.

c. Ecclesiastical approval, conditional indorsements, or ecclesiastical indorsement will be forwarded direct to HQDA (DACH-ZA) WASH, DC 20310, by the applicant or the denominational indorsing agency. Area commanders are authorized to forward applications and allied papers to the Cdr, RCPAC, without these documents when application is for appointment without concurrent active duty.

★*d.* When a second lieutenant assigned to the Staff Specialist Branch, SSI 00A56 (Chaplain Candidate) fails to qualify for appointment as first lieutenant with assignment to Chaplains, action will be taken as prescribed in AR 135-175.

e. Applicant will furnish two copies of a recent photograph, head and shoulder type, 3" × 5", with his name printed on the reverse side.

f. Applicants for appointment as chaplains may be appointed prior to completion of a National Agency Check provided they sign a statement of understanding as shown in figure 3-2.

3-9. Verification of ecclesiastical and educational qualifications. *a.* The area commander will forward the application and allied papers of favorable considered applicants to the Cdr, RCPAC, ATTN: AGUZ-PAD.

b. The CG, RCPAC, will secure verification of the ecclesiastical and educational qualifications of the applicant and return the application and allied papers to the area commander with a statement that the applicant does or does not meet ecclesiastical and educational requirements.

Section IV. APPOINTMENT IN THE JUDGE ADVOCATE GENERAL'S CORPS

3-10. General. This section prescribes the special requirements for appointment of male personnel in the Judge Advocate General's Corps. Qualified women attorneys may apply for the Women's Army Corps with detail to the Judge Advocate General's Corps as prescribed in section V.

3-11. Special requirements. Each applicant for assignment in the Judge Advocate General's Corps must meet the following requirements in addition to those shown in chapter 1.

a. Graduate of a law school approved by the American Bar Association, with a professional degree. Waiver of law school will be considered in accordance with paragraph 1-6*a*(5), only when the applicant possesses unique profes-

sional experience as determined by The Judge Advocate General.

b. Admitted to practice and have membership in good standing of the bar of the highest court of a State of the United States or a Federal court.

c. Actively engaged in the practice of law, the teaching of law, or in judicial office for a minimum period of 2 years immediately preceding the effective date of appointment. The 2-year period may be reduced, on the following basis, for periods of military service (if not otherwise creditable against the practice requirement):

(1) Full credit for periods of active military service.

(2) Half credit for periods of service (other than active duty) in the Ready Reserve in a Reserve component of the Armed Forces. Waiver of this requirement will be considered in accordance with paragraph 1-6*a*(5) only in the case of outstanding applicants whose services are desired for immediate active duty. An individual whose application is disapproved because of failure to satisfy the 2-year practice requirement may reapply when eligible without regard to the provisions of paragraph 2-5.

3-12. Grade. *a.* A person may be appointed in the grade of first lieutenant through colonel for assignment to the Judge Advocate General's Corps. He may be appointed—

(1) In the highest grade (or comparable grade) held satisfactorily in the Judge Advocate General's Corps, or in an assignment corresponding to an assignment in the Judge Advocate General's Corps, while on active duty in any of the Armed Forces, while in an active status in the Army Reserve, or while in the Federally recognized Army National Guard, or—

(2) In the highest grade for which he can qualify as a result of education and experience as set forth in *c* below. For appointments without concurrent active duty, applicants must have completed at least 2 years practice of law, teaching of law, or in judicial office, before any remaining credit for education or experience is applied toward grade determination. A combination of 2 years of law practice, teaching of law, or in judicial office, and military service pursuant to paragraph 3-11*c* may be used in lieu of 2 years practice of law.

b. When the grade is determined by credit for education and experience in accordance with *c* below, such credit will be considered equivalent to the number of years in an active status for appointment in following grades:

Years of service in an active status	*Grade*
3 years or more, but less than 7 years	first lieutenant.
7 years or more, but less than 14 years.	captain.
14 years or more, but less than 21 years.	major.
21 years or more, but less than 23 years.	lieutenant colonel.

(2) The number of years, months, and days that individual has been actively engaged between the date of his admission to the bar of the highest court of a State of the United States or a Federal court and his appointment in the Judge Advocate General's Corps—

(*a*) In the practice of law.

(*b*) Teaching of law.

(*c*) Performance of judicial duties.

(*d*) In the full-time pursuit of graduate legal studies.

(*e*) In other appropriate professional activities as determined by The Judge Advocate General.

As an exception, for each year of professional experience in excess of 21 years, he will be given credit for only one-half "years of service in an active status."

(3) The number of years, months, and days of active duty performed as a commissioned officer in any of the Armed Forces during the periods 16 September 1940 to 24 June 1948; 25 June 1950 to 27 July 1953; and 1 July 1958 to 28 March 1973.

d. "Years of service in an active status" in excess of the minimum required for the grade appointed will be credited as "promotion service" in the grade appointed. No periods of time will be used more than once in computing an officer's "years of service in an active status."

3-13. Applications. Applications under this section may include the results of an interview

with a field grade officer of the Judge Advocate General Branch in lieu of the board interview required by chapter 4. In addition to the forms and allied papers required by chapter 2, applicants will submit the following documents:

a. A certificate transcript of all college and law school grades in support of undergraduate and graduate degrees. Transcript should show, if practicable, the class standing of the applicant.

b. A statement from proper authority showing that the applicant has been admitted to private practice before the highest courts of a State of the United States or a Federal court and that he is now a member of the bar thereof in good standing.

c. A statement from the applicant listing all legal experience. Legal experience may include governmental, judicial, teaching, private practice, and graduate legal studies. Each applicant will include—

(1) A list and brief description of important legal actions or other legal matters handled by him.

(2) If he has been in private practice, a general statement of the character thereof.

(3) If he has had Government or military legal experience, a description of his position and rating.

(4) If he has held judicial office, the extent of the jurisdiction of his court.

(5) If he has taught law, the subjects which he teaches, or has taught.

(6) If he has pursued graduate legal studies, a transcript of all courses completed, certified by an official of the school.

d. Letters based on personal acquaintance from not less than three disinterested judges, lawyers, or law school professors relative to the applicant's reputation and professional standing, the types of cases handled by him, and his ability, as an attorney, teacher, judge, or student.

e. Two copies of a recent photograph, head and shoulder type, 3″ × 5″ with the applicant's name on the reverse.

Section V. APPOINTMENT IN THE WOMEN'S ARMY CORPS

3-14. General. This section prescribes the special requirements for the appointment of qualified women for assignment to the Women's Army Corps. The provisions of chapters 1 and 2 apply, except as otherwise indicated in this section.

3-15. Special requirements. *a.* Each applicant must have a baccalaureate degree from an accredited American or foreign college or university recognized by the Department of Health, Education, and Welfare, Office of Education. Accredited American colleges and universities are listed in Education Directory, Higher Education, published by the Office of Education. Determination of whether a foreign college or university is a bona fide institution of higher learning as recognized by the Office of Education may be obtained from either the International Handbook of Universities published by the International Association of Universities in Paris or Commonwealth University year book, published annually by the Association of Universities of the British Commonwealth, London. Students may apply in their senior year prior to date of graduation. The anticipated date of graduation will be entered under "remarks" on the application. A statement by an official of the university or college verifying the entry will be attached. Upon completion of degree requirements, the applicant will furnish the area commander a certificate of graduation *or a statement certifying that degree requirements have been satisfactorily completed,* signed by an appropriate official of the university or college for transmittal to the Cdr, RCPAC, ATTN: AGUZ-PAD. If the applicant fails to graduate when scheduled, the Cdr, RCPAC, ATTN: AGUZ-PAD, will be notified immediately.

b. For appointment and detail to an appropriate branch, such as the Judge Advocate General's Corps, requirements for the detail branch apply.

c. Medical fitness requirements prescribed in chapter 2, AR 40-501, apply except that the minimum medical fitness standards will be those identified by a physical profile serial of 111221.

3-16. Grade. The following will apply in determining grades for appointment to fill vacancies in Ready Reserve Troop Program units:

a. Initial appointments normally will be in the grade of second lieutenant.

b. Applicants will apply for assignment to the WAC branch and concurrent detail to a combat support or combat service support branch. (See AR 10-6 and DA Pam 600-3.) Appointment will be in the grade authorized for comparable male applicants assigned to the same branch.

c. Women who are otherwise qualified may be appointed to the Women's Army Corps in the highest grade in which they have previously served satisfactorily on active duty (other than for training).

3-17. Applications. The following documents, in addition to those prescribed in chapter 2, will be furnished.

a. A recent photograph, head and shoulder type, approximately post card size. The applicant's name will appear on the reverse.

★*b.* Transcript of college credits. Students applying prior to date of graduation will submit statement required by paragraph 3-15.

c. Commanders receiving the application will obtain the following reports and letters of appraisal for inclusion with the allied paper. (When such reports and letters were secured prior to enlistment, they will be removed from the enlisted woman's file and be made a part of the application.)

(1) Letter of appraisal from a college official who has had direct contact with the applicant.

(2) Letters of appraisal from last two employers (full or part-time), using DD Form 370 (Request for Report from Employer, School, or Personal Reference). If applicant has no work experience, two letters of appraisal from school officials in addition to (1) above, will be submitted.

(3) Letters of appraisal from two residents of the applicant's home community.

d. A written statement from the applicant, outlining her reasons for desiring a commission in the Women's Army Corps.

e. Applicants for the Women's Army Corps with concurrent detail to the Judge Advocate General's Corps will furnish documents prescribed in paragraph 3-13 in addition to those prescribed in this section.

3-18. Appointment with concurrent active duty. Rescinded.

Section VI. APPOINTMENT OF PROFESSIONAL AND TECHNICAL PERSONNEL

3-19. General. This section provides for the appointment of professional and technical specialists as commissioned officers in the USAR. The categories for appointment under this section are listed in *a* through *bc* below. Chapters 1 and 2 will apply except as indicated in this section.

a. Archivist.
b. Aeronautical engineering.
c. Automotive engineering.
d. Bacteriology.
e. Biochemistry.
f. Biological sciences.
g. Business administration.
h. Chemical engineering and chemistry.
i. Civil engineering.
j. Education specialists.
k. Electrical accounting machine specialists.
l. Electrical engineering, including radio, television, and wire communications.
m. Electronic data processing systems specialists.
n. Entomology.
o. Fire prevention and firefighting.
p. Food technology (inspection, procurement, testing, research, and related subjects).
q. Geographers.
r. Geology, geophysics, and meteorology.
s. Geopolitical and area specialists.
t. Guided missile specialists.
u. Harbor craft specialists.
v. Health physicist.
w. Highway engineering and traffic.
x. Industrial specialists (engineering, management, and security).
y. Language and foreign liaison.
z. Law enforcement officials, administratory, and allied investigative specialists.
aa. Legal.
ab. Marine engineering.
ac. Mathematicians, statisticians, and physicists.
ad. Mechanical engineering.
ae. Metallurgical engineering.
af. Military historians.
ag. Mining engineering.
ah. Naval architectural.
ai. Nuclear specialists (nuclear physicist, radiological chemist, nuclear chemistry, nuclear engineering, and nuclear effects engineering, biophysics, and bioradiology).
aj. Parasitology.
ak. Penology.
al. Petroleum and natural gas engineering.
am. Pharmacology and toxicology.
an. Photographic (still, motion picture, television, and related subjects).
ao. Plant pathology.
ap. Plant physiology.
aq. Postal.
ar. Printing and reproduction.
as. Psychology.
at. Psychological warfare (journalism, international relations, psychology, and related subjects).
au. Public information, including field press censorship.
av. Purchasing, storage, and distribution (logistics).
aw. Radar engineering.
ax. Railray service.
ay. Safety engineering.
az. Submarine diving.
ba. Traffic management.
bb. Zoology.
bc. Operations Research/Systems Analysis.

3-20. Branch. The branch of assignment for male applicants will be determined by the authority tendering appointment, based upon the qualifications of the applicant and the needs of the service. The branch for female applicants will be Women's Army Corps. Appointments will not be made for assignments in —
a. Armor.
b. Air Defense Artillery.
c. Field Artillery.
d. Infantry.
e. Chaplains.
f. Judge Advocate General's Corps.
g. Corps of the Army Medical Department.
h. Women's Army Corps (except in conjunction with concurrent detail to an appropriate branch, sec V applies).
i. Civil Affairs.
j. Staff Specialist.

3-21. Special requirements. *a.* In addition to the requirements of chapter 1, each applicant must possess the professional or technical ability required to perform the duties appropriate to the grade of appointment and branch of assignment.
b. For appointment to fill vacancies in the Reserve Troop Program, an applicant's service must be required and there must not be a qualified Reserve commissioned officer of the appropriate or lower grade available to fill the vacancy.
c. For appointment with concurrent active

duty an applicant's services must be required to meet the needs of the Active Army.

d. Except as provided in *e* below, applicants must have graduated *with at least a baccalaureate degree* from an accredited college or university recognized by the Department of Health, Education and Welfare, Office of Education, as listed in Education Directory, Higher Education, preferably with a major field of study closely related to the specialty serving as the basis for appointment and have at least the minimum number of years of full-time employment after receiving a bac-

ment as Reserve commissioned or warrant officers of the Army will be submitted in accordance with NGR 600-100 and NGR 600-101 respectively.

3-31. Notice of appointment. Letters tendering appointments as Reserve commissioned or warrant officers of the Army will be dated as of the date actually issued. As an exception, when an officer is granted Federal recognition, based upon Temporary Federal recognition, the appointment will be of the date issued, but will be considered to have been accepted on, and deemed to have been effective from the date of such temporary Federal recognition.

Section X. APPOINTMENT AS RESERVE WARRANT OFFICERS OF THE ARMY

3-32. General. This section prescribes special requirements for the appointment of Reserve warrant officers of the Army for service in the Army Reserve. Chapters 1 and 2 apply as provided in this section.

3-33. Special requirements. *a.* Personnel listed below qualifying for warrant officer MOS currently authorized in AR 611-112 may apply for appointment under this section. Qualifications for award of MOS may be acquired by previous training and experience or attendance at a technical course of instruction leading to qualifications for warrant officer appointment as indicated in DA Pam 351-4. Although Reserve enlisted personnel and Reserve officers are eligible for appointment under this regulation, acceptance of appointment as a Reserve warrant officer will automatically terminate any other Reserve status held by the individual concerned. Such persons serving on active duty will be appointed only as authorized in paragraph 1-2*b*(2).

(1) Enlisted personnel of the Reserve Components of the Armed Forces.

(2) Enlisted personnel in the active military service of the Armed Forces provided they are ordered to concurrent active duty as warrant officers under the provisions of paragraph 1-2*b*(2).

(3) Former warrant officers currently in civilian status. Applicants applying under this section, if otherwise qualified, will not be subject to the requirements of paragraphs 1-2 and 1-4*a* if appointed within 1 year after date of last discharge as a warrant officer.

(4) Warrant officers in the active military service holding only temporary appointments, without component, may request appointment as a Reserve warrant officer at any time prior to release from active duty.

(5) Officers and former officers who qualify for warrant officer MOS.

(6) Qualified technical experts or specialists who are former members of any component of any US Armed Force or civilian with no military status.

b. Applications for Army attaché career warrant officers will be limited to individuals who meet the requirements of AR 611-60 and have been assigned and performed duties in any Army attaché office for a period of at least 6 months in a military or civilian status.

c. Applicants for the intelligence career fields must meet the requirements specified in AR 140-192.

d. Applicants for bandmaster must meet additional technical requirements. Evaluations are made in the following areas to determine the qualifications of each applicant:

(1) Civilian and service music education and experience.

(2) Knowledge of sound band management, to include the operation of concert bands, dance bands and ensembles.

(3) Conducting capabilities to include baton techniques, musicality of presentation, rehearsal techniques, podium presence, military bearing, and sound leadership characteristics.

(4) Technical capabilities, to include sight-singing, sight-reading, melodic dictation, harmonic dictation, aural and written harmony, arranging and knowledge of instrumentation. In those cases where a definite evaluation cannot be made by a review of the application and allied papers, the CG, RCPAC, will direct that a technical examination be administered

to the applicant by the bandmaster of the band at the CONUS Army headquarters or major oversea headquarters through which the applicant applied or at Headquarters, FORSCOM. All travel involved will be at the expense of the applicant.

(5) Personnel applying for Army Band Officer will include the following items with their applications and allied papers:

(*a*) Chronological listing of all military and civilian positions held to include specific scope of responsibilities.

(*b*) Representative list of programs of solos played or recitals given on major instruments for public performance.

(*c*) Representative list or programs of band numbers conducted in public performance.

★*e* Appearance before examining board is waived for personnel on active duty applying for Warrant Officer 202A, Medical Equipment Repair Technician, and Warrant Officer 011A, Military Physicians' Assistant.

Section XI. APPOINTMENT IN THE PHYSICIAN'S ASSISTANT PROGRAM

★**3-34. General.** Individuals possessing the necessary civilian-acquired skills who are selected for appointment under this program will be appointed warrant officers in the ARNGUS/USAR and awarded the MOS 011A. The Surgeon General is responsible for professional qualifications determination of personnel appointed under this program. AR 40-48 outlines the functions and utilization of physician's assistants.

3-35. Eligibility. Applicants selected for this program must—

a. Be a graduate of a Type A, physicians' assistant to the primary care physician, program accredited by the American Medical Association. Duration of the program from which graduated must not be less than 20 months. Waivers for programs of less than 20 months' duration may be granted by The Surgeon General based on the professional merits of the applicant.

b. Have successfully completed the National Board of Medical Examiners certifying examination for physicians' assistants, Type A.

c. Be eligible for appointment as a warrant officer in accordance with chapters 1 and 2.

★**3-36. Application.** Applicants will include evidence of successful completion of the National Board of Medical Examiners certifying examination for physicians' assistants, Type A, and an official copy of transcript. Applications will be processed through command channels to HQDA (SGPE-PD), WASH DC 20324. Applications from nonunit Individual Ready Reserve (IRR) members will be addressed through the Commander, RCPAC, ATTN: AGUZ-PAD, 9700 Page Boulevard, St. Louis MO 63132, to HQDA (SGPE-PD) WASH DC 20324. Applications from personnel on active duty applying for Warrant Officer 011A will be forwarded by the installation commander directly to Cdr, USAMEDD-PERSA, ATTN: SGPE-PD, 1900 Half St., S.W., Washington, DC 20324.

CHAPTER 4

EXAMINING BOARDS

4-1. Appointment. *a.* Area commanders will appoint boards of officers to examine applicants for appointment when required. Boards will consist of an uneven number of members of not less than three. All members should be of field grade if available. Officers in grade of captain may be used when a sufficient number of field grade officers are not available. In any event, members of the board must be serving in a grade equal to or higher than that under consideration. At least one member of the board must be of the branch for which the applicant is applying. Two members will be from the Active Army and, where possible, from the Regular Army. The member designated as president will be from the Active Army and will be the senior member. A commissioned officer Army aviator will be included as a member of the board when considering applicants for appointment with assignment in an aviation commissioned officer SSI or warrant officer MOS. A rated aviation warrant officer may be used in lieu thereof if a commissioned officer is not available. Waiver of this requirement may be granted when a rated Army aviator is not accessible. A warrant officer of the specialty for which applicant is applying will be appointed to serve as a technical adviser (with vote) to examining board members when interviewing a warrant officer applicant. A commissioned officer with a SSI related to that of the specialty for which the applicant is applying may be appointed to serve as a technical adviser (with vote) when it is determined that an appropriate warrant officer is not available within a reasonable commuting distance and the substitute officer has the means and is willing to travel the distance involved. Authority to appoint boards may be delegated as follows:

(1) Installation commanders for applicants being considered for appointment in grades of major and below.

(2) Commanders of General Officer Commands and US Army Reserve Commands for applicant being considered for appointment in grade of lieutenant colonel if applicant held a previous appointment as a commissioned officer in the Armed Forces.

★(3) **Rescinded.**

(4) The Defense Attaché will examine applicants for appointment with concurrent active duty as Attaché Technical Assistants, MOS 961A. Personnel serving at isolated stations with less than three commissioned officers assigned will be examined by the Defense Attaché and the Attaché Technical Assistant using DA Form 6225. These applications will be further examined by a board of MI officers appointed by the Chief, Military Intelligence Branch, HQDA (DAPC-OPF-M).

(5) Installations commanded by a general officer will normally appoint boards to consider applications from personnel on active duty with the Army who are applying for concurrent active duty. When the installation is not commanded by a general officer, the application will be forwarded to the next higher headquarters in the normal chain of command. Installation commanders having general court-martial convening authority may appoint boards when it is determined an applicant is not within a reasonable commuting distance of the examining board.

(6) The US Army Military District of Washington will appoint boards for those applications as prescribed in paragraph 2-2*b*(8).

b. Boards will be convened as close as practicable to the location of the individual concerned.

★*c.* Boards will be appointed and proceedings

conducted in accordance with AR 15-6 and this regulation.

4-2. Notification to applicants. *a.* Upon receipt of the examining board of applications and allied papers required by the regulations under which individuals are applying for appointment, the president of the board will notify the applicants of the time and place of appearance before the board. Travel and other expenses incurred by applicants not on active duty will not be chargeable to the Government.

b. Applicants will be so scheduled that, so far as practicable, no one need spend more than 1 day at the examining place.

c. When possible, applicants for the same branch will be scheduled in sequence so that the board member of that branch may sit without interruption.

d. When necessary, the applicant will be advised in advance of any additional information desired by the board or required by regulations to correct or complete an application.

4-3. Army Aptitude Area GT, Officer Candidate Test (OCT), and Officer Qualification Inventory (OQI). When required (para 1-4*c*), the Arithmetic Reasoning (AR) and the Verbal (VE) components of the Army Classification Battery (ACB) which produce a GT aptitude area score, the OCT, and the OQI will be administered. The test examiner will provide for a written statement showing the date and place test was administered, title and form of test, and score attained. Only those applicants attaining the required score will be authorized to continue with the examination.

4-4. Biographical information. Except as provided in paragraph 4-6*b*, the Board will administer WAC OCS Biographical Information test (DA Form 6215) for WAC applicants, or Officer Qualification Inventory (OQI), (DA Form 6263) for male applicants. Test components are listed in DA Pam 310-8. The board will not score test (para 2-3*c*(5)(*a*)).

4-5. Interviewing. Except as provided in paragraph 4-6*b*, the board will interview each applicant prior to having access to applications or allied papers. Instructions for conducting and recording results of the interview are listed in DA Pam 310-8.

a. For WAC applicants: WAC Officer Candidate Applicant Interview (Interview Record) (DA Form 6220).

b. **Rescinded.**

4-6. Appraisal of experience. *a. Applicants without prior commissioned officer service.* After interview, a rest period will be given the applicant while the board considers the application and allied papers. The board will then question the applicant on personal history, training, and experience to supplement the facts shown in the application and allied papers. This questioning will be led by the board member of the branch concerned. Technical competence will be inferred from the applicant's history and the impression made on the board during the interview. Each member of the board will make an individual, independent appraisal of the applicant on one of the forms listed in (1) and (2) below (original only). The word "civilian" will be substituted for "military" on the form listed in (1) below when the applicant is applying from civilian life and has not had military experience. When the applicant is considered better qualified for a branch other than the one applied for, the board may recommend such assignment.

(1) For commission applicants, except for Chaplains and Judge Advocate General Branches, use Interview Appraisal Sheet M (DA Form 6224).

(2) For warrant officer, Chaplains, and Judge Advocate General Branch applicants, use Interview Appraisal Sheet S (DA Form 6225). (This form will be modified to indicate warrant officer application when appropriate.)

b. Applicants with prior commissioned officer service. In recognition of commissioned or former commissioned officer status, board action will be limited to appraisal of experience. The board will examine the application and allied papers, question the applicant, and complete individual appraisal sheets in accordance with *a* above. Area commanders may waive this

requirement when board action is not deemed necessary.

4–7. Disclosure of board action. No applicant or any other unauthorized person will be advised of the reasons for disapproval by an examining board, nor will an applicant be given access to any of the material used by the board. The applicant will be informed that after a careful and impartial evaluation of his application and the recommendations of the examining board, it has been determined that his overall qualifications are not sufficiently outstanding to warrant appointment.

4–8. Disposition of records. *a.* The board will forward the following papers through channels to the area commander concerned for action:

(1) Report of proceedings of the board of officers.

(2) Copy of the Disposition Form (DA Form 2496) or military letter appointing the board.

(3) Application and allied papers for each applicant.

(4) Test score statement, when required by paragraph 4–3.

(5) DA Form 6215–1 (WAC OCS Biographical Information Blank (Answer Sheet)), or DA Form 6263–1 (Officer Qualification Inventory (Answer Sheet) OQI–1), as appropriate.

★(6) DA Form 6220 completed by each board member for each WAC applicant.

(7) DA Form 6224 or DA Form 6225, as appropriate, completed by each board member for each applicant.

b. A statement substantially as follows will be included in the board report when applicable:

This correspondence is marked FOR OFFICIAL USE ONLY solely because of the addition of Exhibits _____ through _____. When these exhibits are removed, protective markings will be canceled.

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JOINT MESSAGEFORM							SECURITY CLASSIFICATION UNCLASSIFIED		
PAGE	DRAFTER OR RELEASER TIME	PRECEDENCE ACT	PRECEDENCE INFO	LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY	DATE – TIME	MONTH	YR
01 OF 03		RR	RR		UUUU			240945Z	Mar	78
BOOK NO	MESSAGE HANDLING INSTRUCTIONS									

FROM: DA STL MO //AGUZ-RCPD-PRO//

TO: ALL HOLDERS OF ID OF AR 135-100

UNCLAS

SUBJECT: Interim Change 8-3 to AR 135-100 (Army National Guard and Army Reserve -- Appointment of Commissioned and Warrant Officers of the Army)

1. This interim change is being distributed through the publications pinpoint distribution system to all holders of AR 135-100, in accordance with DA Form 12-9A. Pending revision of AR 135-100, 1 May 1972, and by order of the Secretary of the Army, subject regulation is changed as follows and is effective immediately.

2. Subparagraph 3-6a(1), page 3-2, is superseded as follows:

(1) Education--

(a) Possess 120 semester hours undergraduate credits or the equivalent from a college or university listed in the current issue of Education Directory, Part 3, Higher Education, published by the Department of Health, Education, and Welfare, or

(b) Have completed 120 semester hours credit or the equivalent at a school not listed in the Education Directory, but from which course credits could be transferred to a school listed in the Education Directory, and

(c) Possess a Master of Divinity or an equivalent theological degree or have completed the equivalent of 3 resident years of graduate level study in theology or related subjects, leading to ordination and ecclesiastical indorsement which qualify the applicant to perform professional functions as a chaplain. All education requirements must be fulfilled in a theological school listed in the Official Catholic Directory or the American Association of Theological

DISTR:

DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE	SPECIAL INSTRUCTIONS
Mr. Perry MilPersMgtSp AGUZ-RCPD-PRO X7371 13 Mar 78	
RELEASER TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE: R. C. JONES, Ch, Pol & Regs Ofc, RCPD	
SIGNATURE: R. C. Jones	SECURITY CLASSIFICATION: UNCLASSIFIED / DATE TIME GROUP

DD FORM 173 REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED. ☆U.S. GPO:1976-0-665-697/1034

Schools Directory, or a graduate school of religion which is a component part of a college or university listed in the Education Directory as accredited on the graduate theological level by a regional accrediting agency or association listed in the Education Directory, or

(d) Have completed 3 resident years of graduate level study in theology or related subjects or a graduate theological degree at a nonlisted, graduate theological school, if the applicant presents a statement from an institution meeting the requirements specified in a(1)(c) above indicating that the work would be transferred to that institution.

(e) As an exception to (c) above a senior seminary student may apply 180 days prior to graduation and ordination, provided the request is for appointment with concurrent active duty. Such applicant must submit, in addition to transcript of undergraduate credits, a consolidated transcript of graduate credits completed at the time of application and a statement from the registrar of the hours that will be completed upon graduation. The Chief of Chaplains will verify successful completion of graduate studies prior to appointment.

3. Subparagraph 3-6a(2), page 3-2, is superseded to read:

(2) Ecclesiastical Indorsement. Receive indorsement from an ecclesiastical indorsing agency recognized by the Armed Forces Chaplains Board. In granting ecclesiastical indorsement, ecclesiastical indorsing agents should use DD Form 2088 (Required Information to Accompany Ecclesiastical Endorsement/Approval). Copies of the form may be obtained from the Executive Director, Armed Forces Chaplain Board, OASD(M&RA), Washington, DC 20301. This indorsement will certify that the applicant is:

(a) A fully ordained or qualified priest, rabbi, or minister of religion.

(b) Actively engaged in a denominationally approved religious vocation.

(c) Recommended as being qualified spiritually, morally, intellectually, and emotionally to represent the applicant's religious body in the Army Chaplaincy.

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NO

(d) As an exception to the above, a senior theological student requesting active duty upon graduation must secure conditional ecclesiastical indorsement by a recognized indorsing agency. The conditional indorsement will indicate the applicant will receive full indorsement upon graduation from the seminary and/or ordination. The Chief of Chaplains will verify ecclesiastical indorsements prior to appointment.

4. Subparagraph 3-6b(3), page 3-3, is superseded as follows:

(3) Present a statement from the registrar of a graduate theological seminary, or other graduate school as described in a(1) above that the applicant is either enrolled as a full-time student or has been accepted for the next entering class.

5. Subparagraph 3-8a(1), page 3-3, is superseded to read:

(1) Senior theological students.

(a) Transcript and statement of registrar as specified in paragraph 3-6a(1)(e).

(b) Conditional ecclesiastical indorsement as specified in paragraph 3-6a(2)(d).

S/S ch 8 15 Jul 78 AR 135-100

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PAGE	DRAFTER OR RELEASER TIME	PRECEDENCE ACT	PRECEDENCE INFO	LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY DATE – TIME	MONTH	YR
01 OF 01	041443Z	PP	PP		UUUU		101500Z	Jan	78
BOOK	MESSAGE HANDLING INSTRUCTIONS								

FROM: DA STL MO //AGUZ-RCPD-PRO//

TO: ALL HOLDERS OF ID COPIES OF AR 135-100 Recd 2/7/78

UNCLAS

SUBJECT: Interim Change 8-2 to AR 135-100 (Army National Guard and Army Reserve--Appointment of Commissioned and Warrant Officers of the Army)

1. This interim change is being distributed through publications pinpoint distribution system to all holders of AR 135-100, in accordance with DA Form 12-9A. Pending revision of AR 135-100, 1 May 1972, and by order of the Secretary of the Army, subject regulation is changed as follows and is effective immediately

2. Delete paragraph 1-6a(9).

3. Present paragraph 1-6a(10) becomes new paragraph 1-6a(9).

4. Present paragraph 1-6b becomes new paragraph 1-6c.

5. Present paragraph 1-6c becomes new paragraph 1-6d.

6. Add new paragraph 1-6b to read as follows:

Waiver of disqualifications other than those authorized in this paragraph will be granted only by the Secretary of the Army upon the recommendation of the CNGB or CAR through DCSPER,DA. Requests for waiver will be submitted through command channels, must fully justify the waiver as being in the best interest of the Army, and must clearly state, with supporting documentation, that the experience or professional qualifications of the individual uniquely suit the position to which he or she is to be appointed.

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Mr. Perry MilPersMgtSp AGUZ-RCPD-PRO X7371 4 Jan 78	
RELEASER TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE: WALLACE W. NOLL, COL, GS, DIR, RCPD	
SIGNATURE: Wallace W. Noll	SECURITY CLASSIFICATION: UNCLASSIFIED / DATE TIME GROUP

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S/S chg 8 15 July 78 AR 135-100

JOINT MESSAGEFORM

SECURITY CLASSIFICATION: UNCLASSIFIED

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01 OF 02	121709Z	RR	RR		UUUU			22 1200Z	Dec	77

BOOK | MESSAGE HANDLING INSTRUCTIONS

FROM: DA STL MO //AGUZ- RCPD-PRO//

TO: ALL HOLDERS OF ID COPIES OF AR 135-100 Rec'd 1/27/78

UNCLAS

SUBJECT: Interim Change 8-1 to AR 135-100 (Army National Guard and Army Reserve - Appointment of Commissioned and Warrant Officers of the Army)

1. This interim change is being distributed through the publications pinpoint distribution system to all holders of AR 135-100, in accordance with DA Form 12-9A. Pending revision of AR 135-100, and change 7 dated 2 September 1977 and by order of the Secretary of the Army, subject regulation is changed as follows and is effective immediately.

2. Subparagraph 1-2a(3), page 1-1, is expanded by adding the following sentence to read: Chaplains may be appointed to the Individual Ready Reserve (IRR) without regard to unit vacancies or geography.

3. Subparagraph 1-5L, page 1-6, is amended by deleting the phrase "and AR 601-139".

4. Subparagraph 1-6a(1), page 1-6, is amended by changing the last sentence to read:

Waiver of both education and experience will not be considered for appointment under section VI or X, chapter 3.

5. Subparagraph 1-6b, page 1-7, is superseded as follows:

b. Chief of Chaplains. Requests will be forwarded directly to HQDA (DACH-ZA) WASH DC 20310 for exceptions to maximum age limitations for initial appointment in the Chaplains Branch. Applicants ineligible under paragraph 1-5n must complete the statement in paragraph 2-1p.

DISTR:

DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE: Mr. Perry MilPersMgtSp AGUZ-RCPD-PRO X7371

SPECIAL INSTRUCTIONS

TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE: R. C. JONES, Ch, Pol & Regs Ofc, RCPD

SIGNATURE: R. C. Jones

SECURITY CLASSIFICATION: UNCLASSIFIED

DATE TIME GROUP

DD FORM 1 DEC 70 173 REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED. ☆U.S. GPO:1976-0-665-697/1034

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6. Subparagraphs 2-1a(1), (2), (3), and (4)(b), page 2-1, are amended by changing "Item 32" to read: "Item 35 (Remarks)".

7. Subparagraph 2-1m, page 2-2, is amended by deleting the word "male" and the phrase "under the Military Selective Service Act of 1967".

8. Subparagraph 2-1n, page 2-2, is amended by deleting the phrase "female applicants".

9. Subparagraph 2-1p, page 2-2, is amended by changing the first sentence to read: The following signed statement from an applicant for appointment as a Chaplain who because of paragraph 1-5n is unable to qualify for retirement benefits.

10. Subparagraphs 2-8b(1) and (2), page 2-7, are amended by changing "CDR, RCPAC, ATTN: AGUZ-RMD" to read: "CDR, RCPAC, ATTN: AGUZ-DCD-OB".

11. Subparagraph 3-6b, page 3-3, is amended by changing "Divinity Student" to read "Chaplain Candidate".

12. Subparagraph 3-6b(4), page 3-3, change the phrase "Divinity Student" to read "Chaplain Candidate" and expand the last sentence in the statement by adding: "provided I receive written ecclesiastical endorsement for active duty from a recognized ecclesiastical endorsing agency".

13. Subparagraph 3-8a and d, page 3-3, are amended by changing "Divinity Student" to read "Chaplain Candidate".

14. Subparagraph 3-17b, page 3-6, is amended by deleting the statement shown therein.

15. Subparagraph 4-1a(3), page 4-1, is rescinded.

16. Subparagraph 4-1c, page 4-1, change "AR 16-6" to read: "AR 15-6".

5/5 Chg 8 15 July 78

CHAPTER 1

GENERAL

1-1. Purpose. ★ This regulation establishes responsibility and provides procedures for the appointment of male and female commissioned and warrant officers in the Reserve Components of the Army. Exceptions to this regulation will be made only by HQDA on an individual basis. This regulation does not govern appointments of Reserve general officer grades (AR 135-156); Army Medical Department commissioned officers (AR 135-101); graduates of senior ROTC units (AR 145-1); or graduates of officer candidate schools (AR 351-5, AR 140-50). Throughout this regulation the words "he/his" are intended to include both the masculine and feminine genders and any exceptions thereto will be so noted.

1-2. Appointment limitations. Appointment of qualified applicants are limited to—

a. Commissioned officers to fill—

(1) Mobilization designee table of distribution vacancies only upon announcement of such vacancies in an Army-wide procurement program published in a Department of the Army message.

(2) Ready Reserve troop program unit vacancies. Applications for direct appointment will be processed for position vacancies only when there is no qualified officer available. (See para 2-3*a*(3) for statement required in this instance.) This requirement is not applicable to enlisted personnel applying for OCS.

(3) The grade of captain or below to meet the need for Ready Reserve reinforcements for assignment to the Control Group (Reinforcement). Appointments will be tendered only to exceptionally well qualified individuals who cannot otherwise obtain a commission because of lack of position vacancy in USAR units or inability to join a unit due to geographical location.

(4) Active duty requirements when qualified Reserve officers are not available.

b. Warrant officers to fill—

(1) Ready Reserve troop program unit vacancies based on MOS requirement regardless of the number of warrant officers assigned, provided warrant officers assigned as overstrength who are not qualified in the MOS required for the position vacancy are first given the opportunity to become qualified in the MOS and to accept assignment to the position. (See para 2-3*a*(3) for statement required in this instance.)

(2) Active duty requirements under specific allocations announced by HQDA, when qualified Reserve warrant officers are not available.

(3) Ready Reserve Reinforcements for assignment to the Control Group (Reinforcement). Appointments will be tendered only to exceptionally well qualified individuals who cannot otherwise obtain a commission because of lack of position vacancy in USAR units or inability to join a unit due to geographical location.

(4) Mobilization designee table of distribution vacancies only upon announcement of such vacancies in an Army-wide procurement program published in a Department of the Army message.

c. The restrictions in *a* above do not apply to:

(1) Warrant officers and enlisted personnel in the Active Army.

(2) Reserve officers in a grade above colonel who cease to occupy a position commensurate with their grade.

(3) Regular Army officers selected for involuntary discharge as a result of reduction in force, applying for appointment without concurrent active duty, effective upon the date after discharge.

(4) Regular Army officers applying for appointment in the Army Reserve concurrent with their unqualified resignation, and National Oceanic and Atmospheric Administration officers eligible for appointment as an exception to the provisions of paragraph 1-5*e*.

1-3. Appointing authority. ★ The authority to tender appointments in accordance with paragraph 2-2 is delegated as follows (see AR 135-101 for Army Medical Department Branches):

a. Headquarters, Department of the Army. The Adjutant General (CG, RCPAC) for the appointment of ARNGUS and USAR commissioned and warrant officers, except general officers, with or without concurrent active duty.

b. Area commanders. For the appointment of

USAR commissioned and warrant officers residing within the geographical areas of their commands. This authority may not be further delegated except to Commanding Generals of US Army Support Command, Hawaii; US Army Base Command, Okinawa, US Army, Japan; and Eighth US Army, Korea; when appointment with concurrent active duty has been approved at HQDA. Appointments will not be effected in the following cases without prior approval of HQDA:

(1) When concurrent active duty is requested.

(2) In grade of lieutenant colonel or higher if applicant has not had prior service in the grade in which appointment is to be tendered.

(3) When the applicant has been previously separated from the service with severance pay.

(4) For assignment in the following branches:

(*a*) Chaplain.

(*b*) Judge Advocate General's Corps.

(*c*) Staff Specialist.

(*d*) Women's Army Corps.

(5) Any application submitted under section VI, chapter 3.

(6) When warrant officer assignment is for—

(*a*) Army Bandmaster.

(*b*) Military Police Corps. See AR 195-3.

c. Excepted appointments. As an exception to *a* and *b* above, the Commandants, US Army Aviation School and US Army Primary Helicopter School, and the Deputy Commandant, US Army Aviation School Element, will tender appointments in the USAR to enlisted graduates of the Warrant Officer Rotary Wing Aviator Course and the Warrant Officer Fixed Wing Aviator Course (AR 611-85).

1-4. Eligibility criteria. Individuals possessing the qualifications in *a* through *i* below may apply for appointment, except those individuals enrolled in or formally approved for officer candidate school or prewarrant officer programs.

a. Age. Minimum and maximum age limitations are shown in table 1-1. The applicant must not have reached the birthday of the maximum age indicated prior to appointment.

b. Citizenship.

(1) Except for medical, dental, and allied category specialists liable for induction, and as indicated in (2) below, an applicant must be a US citizen or have lawfully entered the United States for permanent residence under applicable provisions of the Immigration and Naturalization Act as amended, unless he is currently serving, or has served previously in the Armed Forces of the United States. Foreign nationals living in the United States or its possessions who have not applied for permanent residence (nondeclarant alien) may submit application for initial appointment with the provision that if acceptable, application for permanent residence will be made.

(2) Applicants for Military Intelligence and Civil Affairs Branches must be citizens of the United States.

(3) Under no circumstances will appointment be made from the following categories:

(*a*) Applicants who have been convicted of wartime desertion or evasion of military service, as specified in the Immigration and Naturalization Act.

(*b*) Any individual barred from citizenship because of having applied for and having been relieved or discharged from service in the Armed Forces by reason of alienage.

c. Mental.

(1) Male applicants for appointment as a commissioned officer must achieve a score of 110 or higher on Aptitude Area GT of the Army Classification Battery or the Army Qualification Battery; a score of 115 or higher on the Officer Candidate Test; and a minimum composite Officer Candidate Test/Officer Qualification Inventory (OCT OQI) score of 200. An applicant for appointment as a warrant officer must have a recorded standard score of 110 or higher on the Army Aptitude Area GT. If the required score(s) is not recorded, the applicant must be tested to determine his mental qualification. Female applicants for direct appointment as a commissioned officer must achieve a score of 115 or higher on Aptitude Area GT of the Armed Forces Vocational Aptitude Battery (ASVAB) or ACB-73.

(2) Provisions of (1) above are not applicable for appointment—

(*a*) In the Army Medical Department, Chaplain's Branch, or Judge Advocate General's Corps.

(*b*) Of a former commissioned officer applying for reappointment as a commissioned officer or appointment as a warrant officer.

(*c*) Of a former warrant officer applying

for reappointment as a warrant officer.

★(3) Applicants from one of the other Armed Forces will be required to submit evidence of attainment of a qualifying score on OCT and Aptitude Area GT, or the equivalent as measured by a counterpart of Aptitude Area GT, as shown in tables 1-2, unless excepted therefrom under (2) above. If available, records of scores will be forwarded by the custodian of the applicant's personnel records to the commander of the Army installation processing the application. If required test scores are not available, arrangements will be made to administer the verbal and arithmetic tests of the Army Classification Battery at the Army installation processing the application. Aptitude Area GT scores will be computed in accordance with the instructions contained in DA Pam 611-70. The test control officer will submit the test results to the commander processing the application.

d. Education. Each applicant must—

(1) Have demonstrated understanding and proficiency in the English language. Applicants whose mother tongue is other than English will be carefully examined by the board to ensure that their command of the English language is sufficient to enable them to perform as officers.

(2) For appointment as a commissioned officer, be a graduate of a high school or school of comparable level, or pass the General Education Development Test (high school level or higher) and meet any additional requirements for specific branches.

★(3) For appointment as a warrant officer, have sufficient education, technical training, and practical experience to ensure satisfactory performance of duties of the classification for which application is made.

e. Character. Each applicant must be of good moral character.

f. Leadership. Applicants must possess qualifications as potential leaders and have the ability to deal effectively with people. Such qualifications may be evaluated in terms of the applicant's background and experience.

g. Medical

(1) Medical requirements are prescribed in AR 140-120 and in chapter 2 and paragraph 7-15, AR 40-501.

(*a*) *For flight training.* A Type B medical examination as prescribed in chapter 10 and appendix IX, AR 40-501, to meet class 1A flying duty medical fitness standards in chapter 4, AR 40-501.

(*b*) *For continuance of aviation duty.* A Type B medical examination as prescribed in chapter 10 and appendix IX, AR 40-501, to meet class II flying duty medical standards prescribed in chapter 4, AR 40-501.

(*c*) *For all other personnel.* A Type A medical examination as prescribed in chapter 10 and appendix IX, AR 40-501, to meet medical fitness standards prescribed in chapter 3, AR 40-501.

(2) The area commander will process medical examinations and waivers as follows:

(*a*) Forward class 1A flying duty medical examinations to HQDA (DASG-HES) WASH DC 20314, for review. Waivers will not be granted.

(*b*) Designate flight surgeons or aviation medical officers to review all class II and class III flying duty medical examinations. Individual cases of questionable or controversial nature may be forwarded direct to HQDA (DASG-HES) WASH DC 20314, for review.

(*c*) Take action on all other reports of medical examinations.

h. Security requirements.

(1) Army area commanders or commanders initially receiving the application, as appropriate, will ensure that the following files are screened, with favorable results before tendering appointment.

(*a*) Military Personnel Records Jacket, US Army (DA Form 201). If available, screen the equivalent file for other Armed Forces applicants.

(*b*) Files of the US Army Investigative Reports Repository (USAIRR), Fort Meade, MD will be screened on all nonprior service applicants for appointment with concurrent active duty and all prior service applicants for concurrent active duty when there has been a break in service greater than 1 year dating from the individual's last period of service or there is no record of a security clearance in the individual's personnel file. Applicants for appointment without concurrent active duty will be screened as indicated in (2) below.

(2) USAIRR files will not be screened if evidence indicates a previous favorable National Agency Check (NAC) provided—

(*a*) There has not been a break in service greater than 1 year dating from the individual's last period of service, and

(*b*) Screening of the DA Form 201 is favorable.

(3) When suitability information is contained in the USAIRR files the area commander will establish boards to—

(*a*) Evaluate such information.

(*b*) Determine whether information should be submitted to the CG, RCPAC as a possible bar to appointment.

(4) When a USAIRR file check reveals no record of a NAC having been completed, a new NAC is not required provided a final security clearance has been granted, service has been continuous for the past 5 years, and screening of the DA Form 201 is favorable.

(5) A cryptographic clearance is required for each applicant for assignment to Army Securities Specialties. Applicants for appointment with assignment to Military Intelligence Branch will be informed that background investigation and final clearance may take up to 12 months. All applicants for Military Intelligence except those for MOS 963A, PW Interrogator, must be declared eligible for access to Special Intelligence. A background investigation is required for all alien personnel prior to their appointment as officers in the USAR.

(6) USAIRR files will always be screened on applicants from one of the other Armed Forces.

(7) Waivers of above requirements will not be granted, except as outlined in paragraph 3-18.

i. Examining boards. Applicant must appear before an examining board as prescribed in chapter 4, except those individuals applying under paragraph 1-5*c*(4)(*b*) and 1-5*c*(5) and 1-5*e*(2), and as otherwise provided for in this regulation or in regulations governing specific appointments.

1-5. Ineligibles. The following persons are not eligible for appointment unless waiver is authorized under the provisions of paragraph 1-6.:

a. Conscientious objectors, except those classified by Selective Service 1-A-O who volunteer for noncombat service with concurrent active duty. See paragraph 2-1*j* for statement required for such applicants.

b. Persons who have been adjudged youthful offenders or have a record of convictions by any type of military or civil court, excluding minor traffic violations involving a fine or forfeiture of $50 or less and excluding action taken under Article of War 104 or Article 15, Uniform Code of Military Justice.

c. Persons dropped from the rolls or released from active duty, or separated from any component of the Armed Forces of the United States for any of the following reasons:

(1) Under other than honorable conditions. If, upon appeal, an individual's discharge was changed to separation "under honorable conditions," he is not eligible for appointment solely because of such change. The change in the character of discharge does not alter the official record of the individual's service. Appointment will be tendered or refused, based upon the facts and merit of the individual case.

(2) For unsatisfactory service.

(3) Resignation for the good of the service in lieu of court-martial, elimination, or any form of disciplinary or corrective action.

(4) Commissioned officers having been twice passed over for promotion or otherwise released from active duty or active status because of failure to be promoted to a higher commissioned grade except—

(*a*) Individuals in this category are eligible to apply for appointment as warrant officer USAR if otherwise qualified.

(*b*) A Regular Army officer with less than 20 years of active Federal service who is discharged because of failure, after second consideration, to be selected for RA promotion, or who voluntarily resigns prior to discharge from the RA may apply to Cdr, RCPAC, ATTN: AGUZ-PAD, 9700 Page Blvd., St. Louis, MO 63132, for a Reserve commission. If it is determined applicants can be utilized in a Reserve status, they may be appointed in active Reserve status without regard to the limitations in paragraph 1-2, or, if desired, they may request concurrent transfer to the retired Reserve. Appointments will be tendered only to former RA officers whose overall record of previous performance indicates they have a high degree of potential for service in the Reserve components.

(5) USAR warrant officers having been twice passed over for AUS or USAR promotion to a higher warrant officer grade are ineligible for appointment as commissioned officers or warrant

officers. A Regular Army warrant officer with less that 20 years of active Federal service who is discharged because of failure, after second consideration, to be selected for promotion, or who voluntarily resigns prior to discharge therefor, may apply to Cdr, RCPAC, ATTN: AGUZ-PAD, for a Reserve warrant. If it is determined that the applicant can be used in a Reserve status during mobilization, he may be appointed in an active Reserve status without regard to the limitations in paragraph 1-2, or if he desires, he may request concurrent transfer to the retired Reserve. However, personnel so appointed will not be brought to active duty under any procurement program except *an involuntary order to active duty, during a mobilization.*

(6) Having been separated from any component of the Armed Forces as a security risk. Applications filed by individuals who were under security investigation at time of their separation will be forwarded to the Cdr, RCPAC, ATTN: AGUZ-PAD.

(7) For failure to maintain eligibility for retention in an active Reserve status. After a lapse of 1 year, an individual may be considered for appointment if the obstacles to active Reserve participation have been removed. An individual in this category must—

(*a*) Prove conclusively a valid reason for nonparticipation existed but is no longer an obstacle.

(*b*) Agree to participate actively if appointed.

d. Commissioned officers, warrant officers, and enlisted personnel drawing retired pay for services with any of the Armed Forces.

e. Commissioned officers of the Regular components of the Armed Forces, Public Health Service, and National Oceanic and Atmospheric Administration, except—

(1) Officers of the Regular Army, as indicated in *c*(4)(*b*) above; Regular Army company grade officers who apply for Reserve appointment concurrent with their unqualified resignation; and Regular Army officers selected for involuntary discharge as a result of reduction in force. These officers are not eligible for appointment as Reserve commissioned officers with concurrent call to active duty.

(2) Officers commissioned from the Army ROTC program who are about to be separated from the National Oceanic and Atmospheric Administration prior to completion of at least 6 years' active duty. Such officers will be appointed upon discharge from the National Oceanic and Atmospheric Administration, if otherwise qualified, without regard to the provisions of paragraph 2-3*c*(4)(*c*).

f. Cadets, United States Military Academy, United States Air Force Academy and United States Coast Guard Academy, and midshipmen, United States Naval Academy.

g. Individuals who are pursuing a course of graduate study in one of the health professions (medicine, osteopathy, dentistry, veterinary medicine, or optometry) except those participating in programs sponsored by the Surgeon General.

h. Applicants whose appointment would cause them to hold simultaneously more than one Reserve status. This does not preclude appointment when separation from the current Reserve status can be accomplished. For example, an Army Reserve member on active duty cannot be separated from his current status so long as he is to remain on active duty in that status. His appointment to another Reserve status will not be made unless he is to be placed on active duty under the new Reserve status.

i. Individuals denied retired pay or annuities under the so-called "Hiss Act" (Act of 1 September 1954 (68 Stat. 1142), as amended (5 U.S.C. 8311 et seq.)).

j. Individuals who are, or have been, members of any foreign or domestic organization, association, movement, group, or combination of persons advocating a subversive policy or seeking to alter the form of Government by unconstitutional means, whose case has not been adjudicated favorably by the Department of the Army.

k. Citizens of the United States residing in a foreign country, except those—

(1) Residing in a country where the United States has troops stationed, or

(2) Residing in a country where the United States has a military mission, advisory, or similar group, or

(3) Employed by the US Government and on duty with an Embassy, Legation, or Consular office of the United States.

(4) Residing in an area occupied by the Armed Forces of the United States.

Note. Request to obtain the official consent of the country in which they reside to accept appointment as a USAR commissioned or warrant officer from individuals in (1), (2), or (3) above will be submitted through diplomatic channels.

l. Except as indicated in AR 135-101 and AR 601-139, applicants with a Selective Service classification of 1-A, or whose classification could be changed to 1-A; with loss of deferment status, except when applying for appointment with concurrent active duty.

m. Enlisted members of the Reserve Components of the Armed Forces of the United States with a remaining service obligation who have not completed an initial tour of active duty or active duty for training. Applications may be accepted from such applicants when concurrent active duty is requested.

n. Applicants for appointment as commissioned officer who are unable to complete 20 years creditable service for retirement or retired pay prior to mandatory removal from an active status or those applying for concurrent active duty who are unable to qualify for retirement under Title 10, United States Code, section 3911, prior to attaining 28 years' service as computed under the provisions of Title 10, United States Codes, section 3853. Applicants for warrant officer appointment who are unable to complete 20 years of satisfactory active Federal service prior to age 62.

o. Individuals transferred to the Standby Reserve or discharged from the Army as a result of approved exemption from involuntary order to active duty as a member of the Ready Reserve.

p. Those who are in the military service of foreign government, or those employed by a foreign government.

q. Individuals will not be initially appointed under sections VI, VII, or VIII, chapter 3, who currently hold an appointment as a commissioned officer in the USAR. Further, no person will be appointed whose separation from previous service was under circumstances that indicate there is an attempt to circumvent normal promotion procedures.

r. Regular Army warrant officers may not be appointed if the appointment would cause them to hold dual status. Regular Army warrant officers may apply for direct appointment under this regulation provided a resignation from their present status is submitted.

1-6. Waiver. ★ Request for waiver will be submitted with the application and must contain complete justification, including recommendations of intermediate commanders when applicable. Waiver of both education and experience will not be considered for appointment under section VI or X, chapter 3.

a. The following requests will be forwarded to the Cdr, RCPAC, ATTN: AGUZ-PAD:

(1) All requests for waiver of maximum age and grade under section II, chapter 3. Waiver of minimum age will not be authorized. Exceptions to maximum age, education, experience, and military training will be considered when individuals possess unusual skills or technical qualifications fulfilling a specific need. Waiver of both education and experience will not be considered for appointment under section VI, chapter 3.

(2) Waiver for appointment in the grades of lieutenant colonel and colonel of applicants without prior commissioned service.

(3) Waiver of conviction of the following offenses will be submitted with the application and evaluated with the National Agency Check:

(*a*) Felony under local, Federal, or military law.

(*b*) One which resulted in sentence to confinement in prison, stockade, or detention area, or in sentence to hard labor.

(*c*) One involving moral turpitude.

(4) Applications from individuals employed by a foreign government for final determination by the Secretary of the Army.

(5) Waiver of requirements set forth in paragraph 3-11*a* and *c* for appointment in the Judge Advocate General's Corps.

(6) Waiver of the provisions of paragraph 1-5*c*(4) will be considered for those individuals who were discharged as a result of twice failing of selection for USAR promotion based on promotion service accrual while regularly enrolled as students in approved medical or dental schools or while undergoing civilian internship or residency training.

(7) Exceptions to paragraph 1-5*o* may be made when appointment is for concurrent active duty. Those members of the Standby Reserve requesting waiver under this subparagraph must also meet the requirements of paragraph 1-5*h*.

(8) Waiver of the provisions of paragraph

1-5*m* may be considered at HQDA on an individual basis when an applicant applying for appointment without concurrent active duty possesses outstanding qualifications.

(9) Waiver of any disqualification other than those specifically authorized in this paragraph will be acted upon by HQDA. *Waivers will not be considered unless approval is recommended by appropriate area commander.* Waivers will not be considered for ineligibilities listed in paragraph 1-5 for which waivers are not authorized in this paragraph.

(10) Waiver of warrant officer MOS not authorized by procurement directives for concurrent active duty will not be considered for appointment under section X, chapter 3.

b. Chief of Chaplains. Requests will be forwarded direct to HQDA (DACH-ZA) WASH DC 20314 for exceptions to maximum age limitation up to 40th birthday for initial appointment with concurrent active duty in the grade of first lieutenant, Chaplains Branch.

c. Area commanders. Area commanders may grant a waiver for offenses under military or civil codes, except as specified in *a*(3) above, if the applicant's conduct and character at this time are above reproach and the potential value of the applicant's services is considered to be very high.

1-7. Grade on appointment. If otherwise qualified, applicants may be appointed in grades indicated.

a. Commissioned officers.

(1) Male warrant officers and enlisted personnel will not normally be appointed under section II, chapter 3, above the grade of second lieutenant. Exceptions may be made by the Department of the Army where outstanding leadership performance in combat or exceptional qualifications make the action in the best interest of the Army.

(2) Officers and former officers.

(*a*) Former Army officers in the highest grade satisfactorily held or in the last grade held if reduced from a higher grade.

(*b*) Reserve officers or former commissioned officers of the other Armed Forces of the United States, United States Public Health Service, including temporary officers thereof, and officers of the National Oceanic and Atmospheric Administration when applicable, in the Army grade comparable to the last grade satisfactorily held.

(*c*) Former second lieutenants who upon appointment would be eligible for promotion to first lieutenant may be appointed in the grade of first lieutenant.

(*d*) Reserve general officers (not on active duty) who are discharged because they cease to occupy a position commensurate with their grade or a higher grade may be appointed in the Reserve grade held prior to being appointed in a general officer grade.

(3) Appointment to fill troop program unit and mobilization designation vacancies will be in the appropriate branch and in the grades authorized in (1) and (2) above and (4) and (5) below. An applicant who is qualified for appointment to the grade of second lieutenant may be appointed to fill only a vacancy in which the TOE or TDA authorized grade is lieutenant. An applicant qualified for appointment in a grade of first lieutenant or above may be appointed in a vacancy in which the TOE or TDA authorized grade is up to two grades above the grade of appointment. An officer occupying a position in which a higher grade is authorized will not be counted against the strength authorization in the TOE/TDA for his grade.

★(4) For grades on appointment with assignment to the Women's Army Corps, the Judge Advocate General's Corps, Civil Affairs, as Professional and Technical Specialists, or Chaplains, see appropriate sections of this regulation. For grades on appointment in the Army Medical Department, see AR 135-101.

(5) Applicants may be appointed in grades up to and including colonel.

b. Warrant officers. Appointments will be as warrant officer, W-1, except—

(1) Chief warrant officers and former chief warrant officers may be appointed in the highest warrant officer grade satisfactorily held.

(2) Commissioned and former commissioned officers who have served a minimum of 2 years active service in a commissioned status may be appointed in the grade of chief warrant officer, W-2.

(3) Enlisted men serving in grades E-8 or E-9 may be appointed in the grade of chief warrant officer, W-2, provided they have served at least 2 years in an active status in either of those grades as of date of appointment.

1-8. Service obligations. ★*a.* For obligations incurred upon initial appointment, see AR 135-91 and DA Forms 3574 and 3575.

b. Nonobligated personnel appointed as commissioned or warrant officers must be available for service during any emergency or mobilization. Applicants must have full knowledge of this requirement when submitting applications.

c. Applicants appointed as commissioned or warrant officers with concurrent active duty are required to serve in an active status for a specified period. The duration of this term of service will be in accordance with regulations or Department of the Army circulars announcing each procurement program.

Table 1-1. Minimum and Maximum Age Limitations

Grade	*Minimum age*	*Maximum age*
Second lieutenant, except divinity students	18	28
Second lieutenants—divinity students	18	30
First lieutenant	21	33
Captain	.....	39
Major	.....	48
Lieutenant colonel	.....	51
Colonel	.....	55
Warrant officer	18	46

Maximum age limitations may be increased for former officers and warrant officers by an amount not more than the length of previous service in grade in which appointment is authorized. (Previous service includes active duty or active Reserve service in any component of the Armed Forces.) An increase in age is not authorized if an applicant will have less than 2 years to serve before being removed from an active status under provisions of AR 140-10, or if applying for appointment and concurrent active duty before being removed from active duty with the Active Army under the provisions of AR 635-100.

Table 1-2. Qualifying Score Equivalents

Armed Force	*Minimum qualifying score*	*Score system*	*Aptitude composite or area*	*Test batteries*
Navy	110	Navy standard	General technical aptitude composite (GCT + ARI)	BTB.
Air Force	65	Percentile	General aptitude area	ACB, ACT, AQE.
Marine Corps	110	Army standard	General technical aptitude area	ACB.

CHAPTER 2

PROCESSING

2-1. Applications and allied papers. ★Applications for appointment will include the following documents, except as indicated in *r* through *t* below:

a. DA Form 61 (Application for Appointment) in triplicate.

(1) When submitted under section VI, chapter 3, the specialty for which applying will be shown below in Item 32.

(2) Individuals currently holding any other USAR status will include a statement in Item 32 that they understand their present Reserve status will be vacated by acceptance of appointment.

(3) Individuals serving in oversea commands will include in Item 32 the scheduled date of return to CONUS or rotation to another location in an oversea command.

(4) When submitted under section V, chapter 3—

(*a*) Applicant will indicate WAC in branch preferences and in addition will include three other preferences from the combat support and combat service support branches.

(*b*) Item 32 will include a statement that the individual understands that, if accepted for appointment, her application for branch detail is not a commitment by the Army or the individual, and that branch detail selections are made in accordance with the Army's needs and the individual's qualifications.

b. Documentary evidence of educational qualifications. Consolidated transcripts of college and university study will be signed by an official of the institution attended. Photostatic or true copies are acceptable.

c. DD Form 398 (Statement of Personal History) in duplicate.

★*d.* Forms required for completion of personnel security investigation as specified in AR 381-20. Applications for appointment and concurrent active duty will include a statement that a National Agency Check or other investigation of broader scope has been initiated (date initiated) or that such investigation has been conducted previously, with identifying date.

e. Standard Form 88 (Report of Medical Examination) will be prepared in duplicate and Standard Form 93 (Report of Medical History) will be prepared in original only. If a previous medical examination is valid under AR 40-501, a new medical examination will be required only if the appointing authority has reason to question the medical fitness of the applicant, or if the applicant requests an examination. Any applicant drawing a pension, disability compensation, or retirement pay must undergo a medical fitness examination regardless of how recently his last medical examination was completed. Applicants, except members of the other Armed Forces, applying for appointment with concurrent active duty will not be required to undergo a medical examination until notification is received from the CG, RCPAC, of selection for appointment. Applicants for appointment without concurrent active duty will not be required to undergo medical examinations until selected for appointment.

f. Additional information required for appointment in Military Intelligence and Military Police Corps.

★(1) Applications for Military Intelligence Branch with concurrent active duty will, without regard to any prior investigation completed, include five copies of DD Form 398 (Statement of Personal History) with all applicable items completed as prescribed in AR 381-20 and record of prior clearances entered on the last page of DD Form 398 from personnel records; two copies of FD Form 258 (Fingerprint Card); DD Form 1584 (Department of Defense National Agency Check Request); and two full length photographs approximately post card size.

(2) Applications for Military Intelligence Branch without concurrent active duty will include the documents prescribed in AR 140-192 and AR 614-103.

(3) Applications for appointment as a warrant officer in the Military Police Corps will include documents prescribed in AR 195-3.

g. Photostatic copy of DA Form 152 (Certificate of Completion of Course) when required.

h. DA Form 160 (Application for Active Duty) in duplicate, when applying for concurrent active duty. Individuals who are members of the other Armed Forces when applying for MOS/SSI re-

quiring completion of specific Army courses must indicate in Item 13 (Remarks) completion of equivalent formal instruction within the specific area. Applications must contain evidence indicating courses completed and scope of instruction.

i. A signed statement will be furnished by former conscientious objectors expressing abandonment of such beliefs so far as they pertain to their willingness to bear arms and to give full and unqualified military service to the United States and agreeing that they will not apply for separation by reason of conscientious objection during the period of their contracted agreement.

j. A statement by a conscientious objector applying for appointment in the Chaplains Branch or a corps of the Army Medical Department (except Veterinary Corps) to the effect that he conscientiously objects to combat service but is willing to perform full and unqualified service as a Chaplain or officer of the Army Medical Department (except Veterinary Corps). Conscientious objectors applying under the provisions of this paragraph must possess a Selective Service classification of no higher than 1-A-0 (as opposed to I-O).

k. Members of Reserve Components not on active duty, of the Navy, Air Force, Marine Corps, Coast Guard, and Public Health Service, must submit a conditional release obtained through official channels. Members of the other Armed Forces (except US Coast Guard) on active duty will be accepted and processed without statement of conditional release from the losing service. Applications from members of the US Coast Guard must be accompanied by a conditional release or a copy of a request for such release.

l. A statement from the State adjutant general that a member of the ARNG or ARNGUS applying for appointment, if tendered an appointment, will be separated from his National Guard status.

m. Nonprior-service male applicants under 26 years of age who have not previously incurred a service obligation under the Military Selective Service Act of 1967 will complete Certificate of Acknowledgement and Understanding of Service Requirements for Individuals Applying for Appointment (DA Form 3574) in triplicate.

n. Prior-service applicants appointed following a break in service, female applicants and nonprior-service applicants over 26 years of age will complete Certificate of Acknowledgement and Understanding of Service Requirements for Individuals Applying for Appointment (DA Form 3575) in triplicate.

o. An individual not a citizen of the United States by birth will submit a statement as shown in figure 2-2. Children born of an American parent or parents outside the United States acquire citizenship through the parent or parents. Citizenship verification of persons born abroad of an American parent or parents will be made in one of two ways:

(1) Presentation of a Certificate of Citizenship (Form N-600) issued by the Immigration and Naturalization Service. To preclude a future challenge to their claim of citizenship, applicants not having this document should be advised to make application at the nearest office of the Immigration and Naturalization Service.

(2) Presentation of an authenticated copy of Department of State Form 240 (Report of Birth Abroad of a Citizen of the United States of America). This form is also referred to as the Consular Report of Birth. Applicants may obtain this document from the Authentication Officer, Department of State, WASH, DC 20520.

p. The following signed statement from an applicant requesting concurrent active duty with assignment as a Chaplain who may not because of the provisions of Title 10, U.S.C. 3848, be able to qualify for retirement under 10 U.S.C. 3911. This statement is not required for those individuals who cannot qualify for retirement under 10 U.S.C. 3911 prior to attaining age 60.

I understand that, because of my age, the possibility of my becoming entitled to military retirement benefits under existing legislation is contingent upon the passage of future events which are not accurately predictable at this time.

q. Applicants will complete a chronological listing of all civilian employment and degree of responsibility at each position.

r. During a time of induction a statement by applicants who are enlisted members of the Reserve Components of the Armed Forces and who have completed 6 months active duty or an initial tour of ADT acknowledging that if their induction is caused by failure to participate satisfactorily in required training, they will be ineligible for active duty as an officer or warrant officer and their commission or warrant will be terminated.

s. In lieu of formal application the following may request appointment in letter form:

(1) Regular Army officers applying for USAR appointment concurrent with Regular Army resignation.

(2) Individuals currently serving on active duty as officers of the other Armed Forces when applying for appointment with concurrent active duty as prescribed in AR 614-120.

(3) Warrant officers applying under paragraph 3-33*a*(3) and (4), and former officers under paragraph 3-33*a*(5) when applying within 1 year from date of discharge. Such applicant must meet requirements of paragraph 1-4*g*.

(4) USAR officers applying for appointment in another branch or grade. Such applicants must furnish documentary evidence of educational level as required for the branch and any additional forms, documents, or information as required by other regulations or the section of those regulations governing the particular branch. In addition, a current medical examination as prescribed in AR 140-120 is required.

(5) Regular Army officers eligible to apply for Reserve appointments as commissioned officers, without concurrent active duty, effective upon date after discharge.

t. For members of the National Oceanic and Atmospheric Administration applying under paragraph 1-5*e*, the forms required by *a*, *c*, *d*, and *f* above.

u. Name in which appointed. Ordinarily, applicants will be appointed in the name reflected in a birth, baptismal, citizenship, or naturalization certificate, or court order authorizing a change of name. An individual may be appointed at his request, in the name by which he is known in his community, provided the assumption of that name was not for fraudulent purposes.

(1) An applicant desiring to be appointed in a name as indicated above will be required to submit a written request for name change. The signatures of two individuals who can attest to the truth of the applicant's request must also be furnished. The statement of these individuals should read "The attached information is true to the best of my knowledge and belief." The statement must be dated and signed, current addresses (including ZIP codes) must be given, and the relationship to the applicant must be indicated. It is preferable that the witnesses include the applicant's natural parents, stepparents, or legal guardian. In appropriate cases, the witnesses may include reliable members of the community, such as school officials, clergy, close relatives, and neighbors.

(2) In appropriate cases, the DD Form 369 (Police Record Check) should be accomplished reflecting both the name as recorded on one of the official documents indicated above, and the name assumed by the individual.

v. A copy of enlisted applicant's DA Form 20 (Enlisted Qualification Record) will accompany the application. Applicants who are members of the Air Force, Navy, Marine Corps, or US Coast Guard will submit a copy of the equivalent form used by the parent service.

w. Individuals with more than 17 years of active Federal service who apply for appointment as a warrant officer with concurrent active duty must complete the following statement:

> I, _____, hereby volunteer to remain on active duty for a period of 3 years in warrant officer status subsequent to my appointment and/or call to active duty. I understand that my retention on active duty during this period is subject to the normal release provisions outlined in AR 635-100. I further understand that I may not be voluntarily retired prior to completion of this service obligation.

x. A statement signed by a responsible official from one of the other Armed Forces that a favorable NAC (para 1-4*h*) exists on an individual serving on active duty with that Armed Force will be accepted by the Department of the Army. The statement must indicate the date and by whom the NAC was completed. Certification by the applicant is not acceptable.

y. All applications from female applicants for appointments in the USAR as commissioned or warrant officers will include a statement of marital status and number and ages of dependents under 18 years of age. In addition to the above information, all female applicants will sign and submit the following statement:

> I understand that if I am selected for appointment and/or active duty that I will be expected to accept such assignments as are in the best interest of the service regardless of my marital status and/or responsibility for dependents; and that it is my responsibility to make appropriate arrangements for the care of my dependents should I be required to perform duty in an area where dependents are not permitted.

z. A recent photograph, full length, approximately postcard size, with the applicant's name on the reverse, will accompany the applications of all personnel requesting appointment as a warrant officer with concurrent active duty.

2-2. Submission of application. Applications for appointment will be submitted and processed under this chapter, except that applicants for appointment under chapter 3 must meet special requirements outlined in that chapter. Applications for appointment in the Army Nurse Corps and the Army Medical Specialist Corps will be guided by AR 135-101 and applicants for appointments in the other corps of the Army Medical Department by AR 135-101. No command or headquarters, except that conducting the evaluation board (para 2-3*c*(4)(*c*)) will hold an application beyond 5 working days. Applications will be submitted as follows:

a. For appointment with assignment to Army Reserve Troop Program units, mobilization designee table of distribution vacancies and Ready Reserve Reinforcement vacancies—

(1) Through the unit commander for enlisted and warrant officer members of active Reserve units.

(2) Through the commander of the unit where assignment is requested for individuals not members of the Army Reserve.

(3) Through the commanding officer of the unit where applicant is assigned for duty when individual is currently on active duty.

(4) Through the Cdr, RCPAC, ATTN: AGUZ-PAD or the oversea area commander, as appropriate, for applicants who are nonunit members of the Ready Reserve or members of the Standby Reserve.

(5) Through the Army commander for Ready Reserve Reinforcement vacancies except those submitted through (4) above.

(6) Through the Army commander to the Cdr, RCPAC, ATTN: AGUZ-PAD for applicants to fill Mobilization Designee table of distribution vacancies.

b. For appointment with concurrent active duty.

(1) USAR personnel who are members of a troop program unit will submit applications through the unit commander direct to the appropriate area commander. Nonunit USAR personnel will submit applications direct to Cdr, RCPAC, ATTN: AGUZ-PAD or appropriate oversea area commander.

(2) ARNGUS personnel will submit applications through normal Army National Guard channels to the appropriate State adjutant general who will forward the approved applications to the appropriate area commander.

(3) Individuals from civilian status will submit applications direct to the appropriate area commander.

(4) Applications for appointment in the Chaplains Branch will be forwarded by the applicant direct to HQDA (DACH-ZA) WASH DC 20310.

(5) Personnel on active duty with any of the other Armed Forces will submit applications to the commander having custody of their personnel records who will forward the applications to the appropriate area commander.

(6) Applications from Air Force members who are OSI agents will be forwarded through AF District Offices to the Directorate of Special Investigations (AFISIM) for indication of date the applicant can be made available if selected. Applications will be forwarded by the Director of Special Investigations direct to Cdr, RCPAC, ATTN: AGUZ-PAD, 9700 Page Boulevard, St. Louis MO 63132.

★(7) Personnel on active duty with the Army will submit applications through their unit and intermediate commanders to the commander having custody of their personnel records who will forward the applications through installation commander direct to the Cdr, RCPAC, ATTN: AGUZ-PAD.

(8) Personnel who are on active duty with the Army and assigned to activities in the District of Columbia but are not within a geographic area of responsibility of an installation commander will submit their applications for processing to the Commander, US Army Military District of Washington, Fort Lesley J. McNair, WASH DC 20319.

★(9) Applications from personnel on active duty applying for Warrant Officer 202A, Medical Equipment Repair Technician, and Warrant Officer 911A, Military Physicians' Assistant, will be forwarded by the installation commander directly to Cdr, USAMEDDPERSA, ATTN: SGPE-PD, Forrestal Building, Washington, DC 20314.

2-3. Processing of application. ★*a.* The commander initially receiving the application or the commander having custody of the applicant's personnel records (for personnel on active duty with the Army) will—

(5) When credit for service in an active status based on education and experience is used to determine grade eligibility at the time of appointment, the number of years, months, and days credited will be indicated after "D" on the letter of appointment.

(6) An oath of office executed with reservations of any nature or modification will not be recorded as an acceptance. If the individual does not desire to execute an oath without reservations, the appointment will be canceled.

c. If the individual fails to reply within 90 days or not in sufficient time to comply with orders for concurrent active duty, unless for justifiable reasons, notify the appointee of withdrawal of the appointment and request return of documents forwarded to the individual.

★*d.* Major commanders will notify HQDA (DAPC-OP (appropriate control branch)), Alexandria, VA 22332, of all selected officers not ordered to active duty, including the reason therefor. The Cdr, RCPAC, ATTN: AGUZ-PAD, will be notified when selected applicants are not tendered an appointment or when the appointment is not accepted.

e. The oath of office will not be executed prior to date of entry on active duty when the appointment is for concurrent active duty and the appointee is currently serving in the active Armed Forces. When an appointment is contingent upon satisfactory completion of prescribed schooling, the oath of office will not be executed prior to date of graduation.

f. If the appointee declines the appointment, the letter of appointment and allied papers, together with the letter of declination, will be forwarded to the Cdr, RCPAC, ATTN: AGUZ-PAD, when HQDA is the appointing authority.

2-8. Disposition of appointment documents. *a.* Upon receipt of DA Form 71, the appointing authority will—

(1) Record the officer's date of acceptance on letter of appointment.

(2) For all original appointments, forward an officer's commission (DD Form 1A), or warrant officer's commission (DA Form 1290). The date of the individual's acceptance will be shown on the commission or warrant as the date of appointment. DA Pam 600-2 (The Armed Forces Officer) will also be forwarded to commissioned officers.

b. The appointing authority will take the following action:

(1) Forward the following documents, *in the order shown*, to HQDA (DAPC-PAR) Alexandria, VA 22332, when appointment is for concurrent active duty, and to the Cdr, RCPAC, ATTN: AGUZ-RMD, for all other appointments.

(*a*) One copy of the letter of appointment.

(*b*) DA Form 71.

(*c*) Original DA Form 61.

(*d*) Original SF 88.

(*e*) Original DD Form 1584 when appropriate.

(*f*) Original DD Form 398.

(*g*) Original DA Form 160, when applicable.

(*h*) Original DA Form required by paragraph 2-1*m* or *n* as applicable.

(2) File copies of the records indicated in (1) (*a*), (*c*), (*d*), (*e*), (*f*), and (*h*) above with a copy of the SF 93 in the Military Personnel Records Jacket or Health Record, as appropriate. AR 640-10 governs the identification of documents filed in the Military Personnel Records Jacket. For officers appointed with concurrent active duty, these records will be forwarded to the first duty station of the individual. For individuals appointed from an Active Army status, forward the records to the commanding officer of the individual's unit. For all other appointees, records will be forwarded to the appropriate commander or the CDR, RCPAC, ATTN: AGUZ-RMD.

c. The authority tendering appointment will establish necessary procedure to notify the appropriate State adjutant general or the losing service of the acceptance by their members of appointment as Reserve commissioned or warrant officers of the Army. Notification will contain sufficient information for the losing agency to identify the individual involved. Forward a copy of the letter of appointment to HQDA (DAMO-IAZ) WASH DC 20310, when appointment is made for assignment to the Civil Affairs Branch.

d. The area commander will forward a letter as outlined in figure 2-5 to each officer initially commissioned in the USAR who is not ordered to concurrent active duty or who is not serving on active duty in any status.

e. The report of the examining board and related papers will be disposed of as prescribed in

AR 340-18-7. Answer sheets (DA Form 6215-1) for the WAC Biographical Information Blank will be forwarded to the US Army Behavior and Systems Research Laboratory, Room 239, Commonwealth Building, 1320 Wilson Boulevard, Arlington, VA 22209. Original documents belonging to each applicant will be returned when they have served their purpose.

2-9. Commissions and warrants. Stocks of DD Form 1A and DA Form 1290 will be obtained from AG publications channels. Appointing authorities will safeguard these forms at all times and protect them from multilation during mailing.

2-10. Army Reserve appointments by grade, branch, and source (DA Form 2490), Requirement Control Symbol AG-632. *a. Purpose.* This report is required by law (10 U.S.C. 3353(d)). In addition, it will be used in evaluating the Reserve component policies and as a source of furnishing appointment data to responsible agencies.

b. Preparing agencies. Appointment authorities are responsible for preparing and submitting this report for each calendar year. Report will be dispatched in single copy to the Cdr, RCPAC, ATTN: AGUZ-PAD, not later than 5 workdays following the end of the calendar year.

c. Forms. Report will be submitted on DA Form 2490 which will be obtained from AG Publications channels.

CHAPTER 3
APPOINTMENTS

Section I. APPOINTMENT OF OFFICERS AND FORMER OFFICERS

3-1. General. Applications of officer and former officers must meet the requirements prescribed in chapter 1 and will be processed in accordance with chapter 2. Applications will be sent to CDR, RCPAC, ATTN: AGUZ-PAD, for administrative review of Official Military Personnel File (OMPF).

3-2. Restriction on appointments. Appointments under this section will not be made in general officer grades or for assignment in—

a. Army Medical Department.
b. Chaplains.
c. Civil Affairs.
d. Judge Advocate General's Corps.

Section II. APPOINTMENT AS COMMISSIONED OFFICERS OF ARMY WARRANT OFFICERS AND ENLISTED PERSONNEL

3-3. General. *a.* This section prescribes special requirements and procedures for appointment of enlisted personnel and warrant officers as commissioned officers in the USAR. The provisions of chapters 1 and 2 apply except as otherwise indicated in this section.

b. Appointments will not be made for assignment in—

(1) Army Medical Department.
(2) Chaplains.
(3) Judge Advocate General's Corps.
(4) Staff Specialist.
(5) Civil Affairs.
(6) Women's Army Corps (requirements of sec. V apply).

c. Applicant must not have reached his 28th birthday at date of appointment. Waiver of maximum age limitations will be considered when—

(1) Applicant becomes overage due to administrative processing, provided the application was submitted within a reasonable period to permit normal processing and any delay encountered resulted from circumstances beyond the control of the applicant. To insure adequate time for processing, applicant should be encouraged to submit his application prior to his 27th birthday. Request for waiver, with detailed explanation of delay in processing will be submitted in accordance with paragraph 1-6*a*.

(2) The applicant possesses outstanding leadership qualifications for which a requirement exists. Requests for such waivers will be forwarded with recommendations from the area commander for final determination by the Department of the Army.

3-4. Special requirements. Personnel of the following categories may apply under this section.

a. Warrant officers and enlisted persons currently serving on active duty in any component of the Armed Forces in grades E-5 through E-9. Applicant must have completed at least 6 months honorable active duty in those grades in any component of the Armed Forces. Completion of the Army Precommission Correspondence Course is not required but is desirable for personnel without wartime service. Former warrant officers and enlisted personnel who have had 6 months active duty in the grade of warrant officer or in one of the upper five enlisted grades may become administratively eligible by enlistment of transfer as a Reservist of the Army in one of the upper five grades.

b. Army Reservists currently serving in active status in grades E-2 through E-4 subject to the following:

(1) Completion of 1 year of active duty in the Army or 1 year of active Reserve service and an initial tour of active duty for training.

(2) Satisfactory completion of the Army Precommission Correspondence Course.

(3) Possessing marked qualifications of such nature as to justify appointment prior to service in the upper five enlisted grades.

c. Reserve warrant officers and enlisted members in grades E-5 through E-9 who meet all of the following requirements.

(1) Are in an active status in the Army Reserve.

(2) Have satisfactorily completed Army Precommission Correspondence Course.

(3) Have completed an initial tour of active duty for training.

(4) Successful completion of a National Guard State Officers' Candidate School approved by Headquarters, Department of the Army will be substituted for (2) or (3) above. The CONUS Army commander concerned will be responsible for appointment of the individual on the date of graduation. Applicants will not be required to appear before an examining board.

d. Warrant officers and enlisted personnel of any component of the Armed Forces of the United States and former warrant officers and former enlisted personnel who have—

(1) Completed at least 1 year of honorable active duty in any of the Armed Forces of the United States, and

(2) At least a baccalaureate degree from an accredited college or university recognized by the Department of Health, Education, and Welfare, Office of Education, as listed in Directory, Higher Education.

Section III. APPOINTMENT OF CHAPLAINS

★**3-5. General.** This section prescribes special requirements and procedures for appointment of qualified personnel for assignment as chaplains. The provisions of chapters 1 and 2 apply except as otherwise provided in this section.

3-6. Special requirements. *a.* Applicants with prior service as chaplains in any component of the Armed Forces of the United States must meet the requirements shown in (2) below. Applicants for initial appointment in grades above second lieutenant and former officers without prior service as chaplains must meet the following criteria:

(1) *Education*—

(*a*) Possess 120 semester-hour undergraduate credits from a college or university listed in the issue of Education Directory, Part 3, Higher Education, published by the Department of Health, Education, and Welfare current at the time the credits were completed. An applicant who has completed work at a nonlisted school is acceptable if he presents a statement or transcript from a listed institution indicating that he has 120 semester hour credits acceptable to that institution.

(*b*) Possess 90 semester-hour graduate credits or an appropriate graduate theological degree from a theological school listed in the Education Directory, or from a graduate school which is a component part of a college or university listed as accredited on the theological level in Part 3 of the Education Directory. An applicant who has completed work at a nonlisted graduate theological institution is acceptable if he presents a statement or transcript from a graduate theological institution, listed as accredited, indicating that he has 90 semester-hour graduate credits or a graduate theological degree acceptable to that institution. Applicants in graduate theological schools, which are listed in the Directory, will be governed, where applicable, by the above criteria.

(*c*) As an exception to (*b*) above, a senior seminary student who qualifies under (*b*) above may apply 180 days prior to graduation and ordination, provided he requests appointment with concurrent active duty. Such applicant must submit, in addition to transcript of undergraduate credits, a consolidated transcript of graduate credits completed at the time of application and a statement from the registrar of the hours that will be completed upon graduation. The Chief of Chaplains will verify successful completion of graduate studies prior to appointment.

(2) *Ecclesiastical indorsement.* Each applicant must be—

(*a*) Accredited by and in good standing in a recognized religious denomination or organization.

(*b*) A fully ordained or accredited priest, rabbi, or minister of religion.

(*c*) Actively engaged in the pursuit of his religious vocation.

(*d*) Qualified spiritually, intellectually, and psychologically for the Army Chaplaincy.

(*e*) Granted ecclesiastical indorsement by the recognized agency of his denomination.

(*f*) Granted conditional ecclesiastical indorsement by the recognized agency of his denomination in lieu of ecclesiastical indorsement if he is a senior theological student requesting active duty. The conditional indorsement will indicate that he will receive full indorsement upon graduation from the seminary and/or ordination. The

Chief of Chaplains will verify ecclesiastical indorsements prior to appointment.

★*b.* Applicants for initial appointment in the grade of second lieutenant with assignment to the Staff Specialist Branch, SSI, 00A56 (Divinity Student) must meet the following:

(1) Present consolidated transcript of a minimum of 120 semester hours of undergraduate credits completed in a school as described in *a*(1)(*a*) above.

(2) Present ecclesiastical approval from recognized denominational indorsing agency.

(3) Present a statement from the registrar of a graduate theological seminary, or other graduate school as described in *a*(1)(*b*) above that the applicant is either enrolled as a full-time student or has been accepted for the next entering class.

★(4) Applicant must sign the following statement and attach it to DA Form 61:

If appointed in the grade of second lieutenant, USAR, SSI 00A56 (Divinity Student) for assignment to the Staff Specialist Branch, I agree to apply for and accept a Commission as first lieutenant, USAR, with assignment to the Chaplains Branch, within 3 years of graduation from seminary and ordination. I further agree to serve a minimum period of 3 consecutive years active duty if the Department of the Army requires my services.

3-7. Grade. *a.* Appointment will not be made in the grade of second lieutenant, except as provided in *c* below, or in general officer grades.

b. Appointment may be made in the following grades:

(1) Applicants without prior commissioned service above the grade second lieutenant—first lieutenant. Applicants initially appointed under this authority will be credited with 3 years service in an active status.

(2) Reserve officers or former officers, including chaplains of any of the Armed Forces—in a grade corresponding to the last grade held.

(3) Reserve officers or former officers of the Armed Forces who have previously served sufficient time in grade to qualify for mandatory consideration for promotion to the next higher grade—in the higher grade.

★*c.* Individuals (para 3-6*b*) may be appointed as second lieutenants with assignment to the Staff Specialist Branch, SSI 00A56, until such time as they become eligible for appointment as first lieutenant in the Chaplains Branch, without regard to quotas. An individual, when appointed first lieutenant, will be credited with 3 years service in an active status exclusive of the years, months, and days served in the grade of second lieutenant, Staff Specialist Branch, USAR, as a divinity student.

3-8. Applications. ★*a.* Applicants for the Chaplain Branch and/or the Staff Specialist Branch (divinity student) will not be required to appear before an examining board except as directed by Headquarters, Department of the Army. Individuals applying for grades above second lieutenant will furnish the documents indicated below and those required by chapter 2. Individuals holding appointments as second lieutenants, Staff Specialist Branch, with SSI 00A56, need not submit transcript of undergraduate studies or forms required by chapter 2 other than DA Form 61, SF88, and SF93.

(1) *Senior theological students.*

(*a*) Transcript and statement of registrar as specified in paragraph 3-6*a*(1)(*c*).

(*b*) Conditional ecclesiastical indorsement as specified in paragraph 3-6*a*(2)(*f*).

(2) *Other applicants.*

(*a*) A consolidated transcript of undergraduate and graduate work.

(*b*) Ecclesiastical indorsement.

b. Individuals applying for the grade of second lieutenant will furnish the papers required by chapter 2 and the additional documents specified in paragraph 3-6*b*.

★*c.* Ecclesiastical approval, conditional indorsements, or ecclesiastical indorsement will be forwarded direct to HQDA (DACH-ZA) WASH, DC 20310, by the applicant or the denominational indorsing agency. Area commanders are authorized to forward applications and allied papers to the Cdr, RCPAC, without these documents when application is for appointment without concurrent active duty.

★*d.* When a second lieutenant assigned to the Staff Specialist Branch, SSI 00A56 (Divinity Student) fails to qualify for appointment as first lieutenant with assignment to Chaplains, action will be taken as prescribed in AR 135-175.

e. Applicant will furnish two copies of a recent photograph, head and shoulder type, 3″ x 5″, with his name printed on the reverse side.

★*f.* Applicants for appointment as chaplains may be appointed prior to completion of a National Agency Check provided they sign a statement of understanding as shown in figure 3–2.

3–9. Verification of ecclesiastical and educational qualifications. *a.* The area commander will forward the application and allied papers of favorable considered applicants to the Cdr, RCPAC, ATTN: AGUZ-PAD.

b. The CG, RCPAC, will secure verification of the ecclesiastical and educational qualifications of the applicant and return the application and allied papers to the area commander with a statement that the applicant does or does not meet ecclesiastical and educational requirements.

Section IV. APPOINTMENT IN THE JUDGE ADVOCATE GENERAL'S CORPS

3–10. General. This section prescribes the special requirements for appointment of male personnel in the Judge Advocate General's Corps. Qualified women attorneys may apply for the Women's Army Corps with detail to the Judge Advocate General's Corps as prescribed in section V.

3–11. Special requirements. Each applicant for assignment in the Judge Advocate General's Corps must meet the following requirements in addition to those shown in chapter 1.

a. Graduate of a law school approved by the American Bar Association, with a professional degree. Waiver of law school will be considered in accordance with paragraph 1–6*a*(5), only when the applicant possesses unique professional experience as determined by The Judge Advocate General.

b. Admitted to practice and have membership in good standing of the bar of the highest court of a State of the United States or a Federal court.

c. Actively engaged in the practice of law, the teaching of law, or in judicial office for a minimum period of 2 years immediately preceding the effective date of appointment. The 2-year period may be reduced, on the following basis, for periods of military service (if not otherwise creditable against the practice requirement):

(1) Full credit for periods of active military service.

(2) Half credit for periods of service (other than active duty) in the Ready Reserve in a Reserve component of the Armed Forces. Waiver of this requirement will be considered in accordance with paragraph 1–6*a*(5) only in the case of outstanding applicants whose services are desired for immediate active duty. An individual whose application is disapproved because of failure to satisfy the 2-year practice requirement may reapply when eligible without regard to the provisions of paragraph 2–5.

3–12. Grade. *a.* A person may be appointed in the grade of first lieutenant through colonel for assignment to the Judge Advocate General's Corps. He may be appointed—

(1) In the highest grade (or comparable grade) held satisfactorily in the Judge Advocate General's Corps, or in an assignment corresponding to an assignment in the Judge Advocate General's Corps, while on active duty in any of the Armed Forces, while in an active status in the Army Reserve, or while in the Federally recognized Army National Guard, or—

(2) In the highest grade for which he can qualify as a result of education and experience as set forth in *c* below. For appointments without concurrent active duty, applicants must have completed at least 2 years practice of law, teaching of law, or in judicial office, before any remaining credit for education or experience is applied toward grade determination. A combination of 2 years of law practice, teaching of law, or in judicial office, and military service pursuant to paragraph 3–11*c* may be used in lieu of 2 years practice of law.

b. When the grade is determined by credit for education and experience in accordance with *c* below, such credit will be considered equivalent to the number of years in an active status for appointment in following grades:

Years of service in an active status	*Grade*
3 years or more, but less than 7 years	first lieutenant.
7 years or more, but less than 14 years	captain.
14 years or more, but less than 21 years.	major.
21 years or more, but less than 23 years.	lieutenant colonel.

Years of service in an active status	*Grade*
23 or more years	colonel or lieutenant colonel as determined at Headquarters, Department of the Army.

c. Credit for education and experience will be computed as follows:

(1) Three "years of service in an active status" for graduation from a law school which has been approved by the American Bar Association; and

(2) The number of years, months, and days that individual has been actively engaged between the date of his admission to the bar of the highest court of a State of the United States or a Federal court and his appointment in the Judge Advocate General's Corps—

(*a*) In the practice of law.

(*b*) Teaching of law.

(*c*) Performance of judicial duties.

(*d*) In the full-time pursuit of graduate legal studies.

(*e*) In other appropriate professional activities as determined by The Judge Advocate General.

As an exception, for each year of professional experience in excess of 21 years, he will be given credit for only one-half "years of service in an active status."

(3) The number of years, months, and days of active duty performed as a commissioned officer in any of the Armed Forces during the periods 16 September 1940 to 24 June 1948; 25 June 1950 to 27 July 1953; and 1 July 1958 to 28 March 1973.

d. "Years of service in an active status" in excess of the minimum required for the grade appointed will be credited as "promotion service" in the grade appointed. No periods of time will be used more than once in computing an officer's "years of service in an active status."

3-13. Applications. Applications under this section may include the results of an interview with a field grade officer of the Judge Advocate General Branch in lieu of the board interview required by chapter 4. In addition to the forms and allied papers required by chapter 2, applicants will submit the following documents:

a. A certified transcript of all college and law school grades in support of undergraduate and graduate degrees. Transcript should show, if practicable, the class standing of the applicant.

b. A statement from proper authority showing that the applicant has been admitted to private practice before the highest courts of a State of the United States or a Federal court and that he is now a member of the bar thereof in good standing.

c. A statement from the applicant listing all legal experience. Legal experience may include governmental, judicial, teaching, private practice, and graduate legal studies. Each applicant will include—

(1) A list and brief description of important legal actions or other legal matters handled by him.

(2) If he has been in private practice, a general statement of the character thereof.

(3) If he has had Government or military legal experience, a description of his position and rating.

(4) If he has held judicial office, the extent of the jurisdiction of his court.

(5) If he has taught law, the subjects which he teaches, or has taught.

(6) If he has pursued graduate legal studies, a transcript of all courses completed, certified by an official of the school.

d. Letters based on personal acquaintance from not less than three disinterested judges, lawyers, or law school professors relative to the applicant's reputation and professional standing, the types of cases handled by him, and his ability, as an attorney, teacher, judge, or student.

e. Two copies of a recent photograph, head and shoulder type, 3" x 5" with the applicant's name on the reverse.

Section V. APPOINTMENT IN THE WOMEN'S ARMY CORPS

★**3-14. General.** This section prescribes the special requirements for the appointment of qualified women for assignment to the Women's Army Corps. The provisions of chapter 1 and 2 apply, except as otherwise indicated in this section.

★**3-15. Special requirements.** *a.* Each applicant must have a baccalaureate degree from an accredited American or foreign college or university recognized by the Department of Health, Education, and Welfare, Office of Education. Accredited American colleges and universities are listed in Education Directory, Higher Education, published by the Office of Education. Determination of whether a foreign college or university is a bona fide institution of higher learning as recognized by the Office of Education may be obtained

from either the International Handbook of Universities published by the International Association of Universities in Paris or Commonwealth University year book, published annually by the Association of Universities of the British Commonwealth, London. Students may apply in their senior year prior to date of graduation. The anticipated date of graduation will be entered under "remarks" on the application. A statement by an official of the university or college verifying the entry will be attached. Upon completion of degree requirements, the applicant will furnish the area commander a certificate of graduation *or a statement certifying that degree requirements have been satisfactorily completed*, signed by an appropriate official of the university or college for transmittal to the Cdr, RCPAC, ATTN: AGUZ-PAD. If the applicant fails to graduate when scheduled, the Cdr, RCPAC, ATTN: AGUZ-PAD, will be notified immediately.

b. For appointment and detail to an appropriate branch, such as the Judge Advocate General's Corps, requirements for the detail branch apply.

c. Medical fitness requirements prescribed in chapter 2, AR 40-501, apply except that the minimum medical fitness standards will be those identified by a physical profile serial of 111221.

★**3-16. Grade.** The following will apply in determining grades for appointment to fill vacancies in Ready Reserve Troop Program units:

a. Initial appointments normally will be in the grade of second lieutenant.

b. Applicants will apply for assignment to the WAC branch and concurrent detail to a combat support or combat service support branch. (See AR 10-6 and DA Pam 600-3.) Appointment will be in the grade authorized for comparable male applicants assigned to the same branch.

c. Women who are otherwise qualified may be appointed to the Women's Army Corps in the highest grade in which they have previously served satisfactorily on active duty (other than for training).

3-17. Applications. The following documents, in addition to those prescribed in chapter 2, will be furnished:

a. A recent photograph, head and shoulder type, approximately post card size. The applicant's name will appear on the reverse.

b. Transcript of college credits. Students applying prior to date of graduation will submit statement required by paragraph 3-15.

If appointed and order to active duty I agree to serve on active duty as an officer for a period of 3 years, including the time spent in attendance at the WAC officer orientation course and the basic course of the branch to which I am detailed. I understand that if I fail to satisfactorily complete these required courses my Reserve commission may be terminated.

c. Commanders receiving the application will obtain the following reports and letters of appraisal for inclusion with the allied paper. (When such reports and letters were secured prior to enlistment, they will be removed from the enlisted woman's file and be made a part of the application.)

★(1) Letter of appraisal from a college official who has had direct contact with the applicant.

(2) Letters of appraisal from last two employers (full or part-time), using DD Form 370 (Request for Report from Employer, School, or Personal Reference). If applicant has no work experience, two letters of appraisal from school officials in addition to (1) above, will be submitted.

(3) Letters of appraisal from two residents of the applicant's home community.

d. A written statement from the applicant, outlining her reasons for desiring a commission in the Women's Army Corps.

★*e.* Applicants for the Women's Army Corps with concurrent detail to the Judge Advocate General's Corps will furnish documents prescribed in paragraph 3-13 in addition to those prescribed in this section.

★**3-18. Appointment with concurrent active duty. Rescinded.**

Section VI. APPOINTMENT OF PROFESSIONAL AND TECHNICAL PERSONNEL

3-19. General. This section provides for the appointment of professional and technical specialists as commissioned officers in the USAR. The categories for appointment under this section are listed in *a* through *bc* below. Chapters 1 and 2 will apply except as indicated in this section.

calaureate degree in a position directly related to the degree as indicated below:

Grade	*Years experience*
Second lieutenant	one
First lieutenant	three
Captain	six
Major	twelve

e. Each year of graduate eduaction in the field for which the applicant is being considered may be counted as a year of qualifying experience. Experience in an allied field of specialization acceptable to Headquarters, Department of the Army may be considered in computing minimum qualifying experience.

(1) For service in the Military Railway Service and for duty as Postal specialists, 4 years of qualifying experience may be substituted in lieu of graduation from a recognized college.

(2) For service in harbor craft units, the following may be substituted in lieu of graduation from a recognized college.

(*a*) Possession of license required for a civilian ship officer in the American Merchant Marine and issued in accordance with the general rules and regulations of the Board of Supervisory Inspectors of the Merchant Marine Inspection Service, the United States Coast Guard, or the Bureau of Marine Inspection and Navigation.

(*b*) A diploma or record of graduation from the Merchant Marine Academy.

(*c*) A United States Power Squadron Certificate as a navigator.

(3) For assignment of a postal specialist, the following is required.

(*a*) Experience in an administrative, executive or supervisory capacity in the United States Post Office Department, or—

(*b*) Experience in the Military Postal Service as a warrant officer or noncommissioned officer in grade E-5 or higher. A minimum of 1 year of such experience is required for the grade of second lieutenant; 3 years for the grade of first lieutenant, and 5 years for the grade of captain.

f. Military education.

(1) Applicants who are appointed under this section *may* be granted equivalent credit by Headquarters, Department of the Army, for military education *as shown below. Figure 2-3, letter of appointment, will be modified to include this information when applicable.*

Grade to which appointed	
Second lieutenant	None.
First lieutenant	None.
Captain	Officer Branch Basic Course.
Major	Fifty percent of the total credit hours of the Officer Branch Career Course.
Lieutenant colonel	Officer Branch Career Course.
Colonel	Officer Branch Career Course.

(2) Area commanders will insure that individuals enroll in and pursue satisfactorily the appropriate course to qualify themselves for promotion and retention.

3-22. Grade. Initial appointments are authorized in the grades indicated in paragraph 3-21, in recognition of advanced professional or technical experience and training. Appointment may be made in grades up to and including the grade of colonel when an individual possesses outstanding qualifications critical to military requirements.

Section VII. APPOINTMENT FOR ASSIGNMENT IN THE CIVIL AFFAIRS BRANCH

3-23. General. In addition to the requirements of chapters 1 and 2 an applicant for appointment with assignment to the Civil Affairs Branch must meet the special requirements prescribed in AR 140-108.

Section VIII. APPOINTMENT FOR ASSIGNMENT IN THE STAFF SPECIALIST BRANCH

3-24. General. *a.* This section prescribes the special requirements and procedures for appointment and assignment to Staff Specialist Chapter 1 and 2 apply except as indicated in this section.

b. No individual will be appointed to the Staff Specialist Branch if he/she can be appropriately assigned to another branch.

3-25. Eligibility. Divinity students—see section III. All other applicants must—

a. Meet general requirements of chapter 1.

★*b.* Qualify for a SSI listed in paragraph 3-27.

c. Possess advanced professional or technical experience and training.

d. Staff specialists who acquire qualification in

any other branch will be transferred to that branch under the provisions of AR 140-10 except for those individuals with exceptional technical and/or professional qualifications when approved by the CG, RCPAC. Successful completion of an appropriate level branch school will be considered qualification in that branch.

3-26. Applications. *a.* Divinity students will apply under the provisions of section III.

b. Other applications will be processed in accordance with chapter 2. Approval authority for appointment in the Staff Specialist Branch other than Divinity Students, Selective Service Officer or Nonmilitary Subject Instruction Officers will be the CG, RCPAC. Forwarding indorsements will recommend grade for appointment per paragraphs 3-21 and 3-22. Appointments to grades higher than those specified will be determined by the appointing authority.

★3-27. Specialist categories for appointment. Appointment may be made in the Staff Specialist Branch for the following SSI:

Proponent agency	*Title*	*SSI*
Chief of Chaplains (DACH-PEP)	Duty unassigned (divinity student or seminarian)	00A56
MILPERCEN (AG Branch, DAPC-OPG-A)	Selective service officer	41B
MILPERCEN (AG Branch, DAPC-OPG-A)	Appropriate specialty instructor (teaching methods).	
MILPERCEN (AG Branch, DAPC-OPG-A)	Appropriate specialty instructor (physical science)	
MILPERCEN (AG Branch, DAPC-OPG-A)	Appropriate specialty instructor (English)	
MILPERCEN (AG Branch, DAPC-OPG-A)	Appropriate specialty instructor (social science)	
	Other	

As determined by CG, RCPAC based upon the professional and technical qualifications and overall value to the service on an individual case.

Section IX. APPOINTMENT IN THE ARMY NATIONAL GUARD OF THE UNITED STATES

3-28. General. *a.* Upon being Federally recognized, an officer or warrant officer of the Army National Guard will be appointed as a Reserve of the Army for service as a member of the Army National Guard of the United States.

b. No person will be appointed in a grade above major unless he was formerly a commissioned officer of an Armed Force or such an appointment is recommended by a board of officers convened by the Secretary of the Army.

c. Applicants requiring a waiver of conviction of any of the offenses listed in paragraph 1-6*a*(3)(*a*), (*b*), or (*c*), will not be permitted to appear before a Federal Recognition Board prior to granting of waiver. Request for waivers will be forwarded to Cdr, RCPAC, ATTN: AGUZ-PAD.

3-29. Personnel eligible to be appointed. To become an officer of the ARNGUS, an individual must first be appointed and Federally recognized in the same grade in the Army National Guard. Such individual must also meet the security standards prescribed in paragraph 1-4*h*.

3-30. Applications. Applications for appointment as Reserve commissioned or warrant officers of the Army will be submitted in accordance with NGR 600-100 and NGR 600-101 respectively.

3-31. Notice of appointment. Letters tendering appointments as Reserve commissioned or warrant officers of the Army will be dated as of the date actually issued. As an exception, when an officer is granted Federal recognition based upon temporary Federal recognition, the appointment will be of the date issued, but will be considered to have been accepted on, and deemed to have been effective from the date of such temporary Federal recognition.

Section X. APPOINTMENT AS RESERVE WARRANT OFFICERS OF THE ARMY

3-32. General. This section prescribes special requirements for the appointment of Reserve warrant officers of the Army for service in the Army Reserve. Chapters 1 and 2 apply as provided in this section.

3-33. Special requirements. *a.* Personnel listed below qualifying for warrant officer MOS currently authorized in AR 611-112 or AR 611-113 may apply for appointment under this section. Qualifications for award of MOS may be acquired by previous training and experience or attendance at a technical course of instruction leading to qualifications for warrant officer appointment as indicated in DA Pam 351-4. Although Reserve enlisted personnel and Reserve officers are eligible for appointment under this regulation, acceptance of appointment as a Reserve warrant officer will automatically terminate any other Reserve status held by the individual concerned. Such persons serving on active duty will be appointed only as authorized in paragraph 1-2*b*(2).

(1) Enlisted personnel of the Reserve Components of the Armed Forces.

(2) Enlisted personnel in the active military service of the Armed Forces provided they are ordered to concurrent active duty as warrant officers under the provisions of paragraph 1-2*b*(2).

(3) Former warrant officers currently in civilian status. Applicants applying under this section, if otherwise qualified, will not be subject to the requirements of paragraphs 1-2 and 1-4*a* if appointed within 1 year after date of last discharge as a warrant officer.

(4) Warrant officers in the active military service holding only temporary appointments, without component, may request appointment as a Reserve warrant officer at any time prior to release from active duty.

(5) Officers and former officers who qualify for warrant officer MOS.

(6) Qualified technical experts or specialists who are former members of any component of any US Armed Force or civilian with no military status.

b. Applications for Army attaché career warrant officers will be limited to individuals who meet the requirements of AF 611-60 and have been assigned and performed duties in any Army attaché office for a period of at least 6 months in a military or civilian status.

c. Applicants for the intelligence career fields must meet the requirements specified in AR 140-192.

d. Applicants for bandmaster must meet additional technical requirements. Evaluations are made in the following areas to determine the qualifications of each applicant:

(1) Civilian and service music education and experience.

(2) Knowledge of sound band management, to include the operation of concert bands, dance bands and ensembles.

(3) Conducting capabilities to include baton techniques, musicality of presentation, rehearsal

techniques, podium presence, military bearing, and sound leadership characteristics.

(4) Technical capabilities, to include sight-singing, sight-reading, melodic dictation, harmonic dictation, aural and written harmony, arranging and knowledge of instrumentation. In those cases where a definite evaluation cannot be made by a review of the application and allied papers, the CG, RCPAC, will direct that a technical examination be administered to the applicant by the bandmaster of the band at the CONUS Army headquarters or major oversea headquarters through which the applicant applied or at Headquarters, FORSCOM. All travel involved will be at the expense of the applicant.

(5) Personnel applying for Army Band Officer will include the following items with their applications and allied papers:

(*a*) Chronological listing of all military and civilian positions held to include specific scope of responsibilities.

(*b*) Representative list of programs of solos played or recitals given on major instruments for public performance.

(*c*) Representative list or programs of band numbers conducted in public performance.

★*e* Appearance before examining board is waived for personnel on active duty applying for Warrant Officer 202A, Medical Equipment Repair Technician, and Warrant Officer 911A, Military Physicians' Assistant.

Section XI. APPOINTMENT IN THE PHYSICIAN'S ASSISTANT PROGRAM

3-34. General. Individuals posessing the necessary civilian-acquired skills who are selected for appointment under this program will be appointed warrant officers in the ARNGUS/USAR and awarded the MOS 911A. The Surgeon General is responsible for professional qualifications determination of personnel appointed under this program. AR 40-48 outlines the functions and utilization of physician's assistants.

3-35. Eligibility. Applicants selected for this program must—

a. Be a graduate of a Type A, physicians' assistant to the primary care physician, program accredited by the American Medical Association. Duration of the program from which graduated must not be less than 20 months. Waivers for programs of less than 20 months' duration may be granted by The Surgeon General based on the professional merits of the applicant.

b. Have sucessfully completed the National Board of Medical Examiners certifying examination for physicians' assistants, Type A.

c. Be eligible for appointment as a warrant officer in accordance with chapters 1 and 2.

★**3-36. Application.** Applicants will include evidence of successful completion of the National Board of Medical Examiners certifying examination for physicians' assistants, Type A, and an official copy of transcript. Applications will be processed through command channels to HQDA (SGPE-PD), WASH DC 20314. Applications from nonunit Individual Ready Reserve (IRR) members will be addressed through the Commander, RCPAC, ATTN: AGUZ-PAD, 9700 Page Boulevard, St. Louis MO 63132, to HQDA(SGPE-PD) WASH DC 20314. Applications from personnel on active duty applying for Warrant Officer 911A will be forwarded by the installation commander directly to Cdr, USAMEDDPERSA, ATTN: SGPE-PD, Forrestal Building, Washington, DC 20314.

★ Figure 3-1—Rescinded

CHAPTER 4

EXAMINING BOARDS

4-1. Appointment. *a.* Area commanders will appoint boards of officers to examine applicants for appointment when required. Boards will consist of an uneven number of members of not less than three. All members should be of field grade if available. Officers in grade of captain may be used when a sufficient number of field grade officers are not available. In any event, members of the board must be serving in a grade equal to or higher than that under consideration. At least one member of the board must be of the branch for which the applicant is applying. Two members will be from the Active Army and, where possible, from the Regular Army. The member designated as president will be from the Active Army and will be the senior member. A commissioned officer Army aviator will be included as a member of the board when considering applicants for appointment with assignment in an aviation commissioned officer SSI or warrant officer MOS. A rated aviation warrant officer may be used in lieu thereof if a commissioned officer is not available. Waiver of this requirement may be granted when a rated Army aviator is not accessible. A warrant officer of the speciality for which applicant is applying will be appointed to serve as a technical adviser (with vote) to examining board members when interviewing a warrant officer applicant. A commissioned officer with a SSI related to that of the specialty for which the applicant is applying may be appointed to serve as a technical adviser (with vote) when it is determined that an appropriate warrant officer is not available within a reasonable commuting distance and the substitute officer has the means and is willing to travel the distance involved. Authority to appoint boards may be delegated as follows:

(1) Installation commanders for applicants being considered for appointment in grades of major and below.

(2) Commanders of General Officer Commands and US Army Reserve Commands for applicant being considered for appointment in grade of lieutenant colonel if applicant held a previous appointment as a commissioned officer in the Armed Forces.

(3) Recruiting main stations for applicants being considered for appointment in the Women's Army Corps and concurrent active duty. Such boards will be appointed from recruiting main station personnel if practicable.

(4) The Defense Attaché will examine applicants for appointment with concurrent active duty as Attaché Technical Assistants, MOS 961A. Personnel serving at isolated stations with less than three commissioned officers assigned will be examined by the Defense Attaché and the Attache Technical Assistant using DA Form 6225. These applications will be further examined by a board of MI officers appointed by the Chief, Military Intelligence Branch, HQDA (DAPC-OPF-M).

(5) Installations commanded by a general officer will normally appoint boards to consider applications from personnel on active duty with the Army who are applying for concurrent active duty. When the installation is not commanded by a general officer, the application will be forwarded to the next higher headquarters in the normal chain of command. Installation commanders having general court-martial convening authority may appoint boards when it is determined an applicant is not within a reasonable commuting distance of the examining board.

(6) The US Army Military District of Washington will appoint boards for those applications as prescribed in paragraph 2-2*b*(8).

b. Boards will be convened as close as practicable to the location of the individual concerned.

c. Boards will be appointed and proceedings conducted in accordance with AR 16-6 and this regulation.

4-2. Notification to applicants. *a.* Upon receipt of the examining board of applications and allied papers required by the regulations under which individuals are applying for appointment, the president of the board will notify the applicants of the time and place of appearance before the board. Travel and other expenses incurred by applicants not on active duty will not be chargeable to the Government.

b. Applicants will be so scheduled that, so far as practicable, no one need spend more than 1 day at the examining place.

c. When possible, applicants for the same branch will be scheduled in sequence so that the board member of that branch may sit without interruption.

d. When necessary, the applicant will be advised in advance of any additional information desired by the board or required by regulations to correct or complete an application.

4-3. Army Aptitude Area GT, Officer Candidate Test (OCT), and Officer Qualification Inventory (OQI). When required (para 1-4*c*), the Arithmetic Reasoning (AR) and the Verbal (VE) components of the Army Classification Battery (ACB) which produce a GT aptitude area score, the OCT, and the OQI will be administered. The test examiner will provide for a written statement showing the date and place test was administered, title and form of test, and score attained. Only those applicants attaining the required score will be authorized to continue with the examination.

4-4. Biographical information. Except as provided in paragraph 4-6*b*, the Board will administer WAC OCS Biographical Information test (DA Form 6215) for WAC applicants, or Officer Qualification Inventory (OQI), (DA Form 6263) for male applicants. Test components are listed in DA Pam 310-8. The board will not score test (para 2-3*c*(5)(*a*)).

4-5. Interviewing. Except as provided in paragraph 4-6*b*, the board will interview each applicant prior to having access to applications or allied papers. Instructions for conducting and recording results of the interview are listed in DA Pam 310-8.

a. For WAC applicants: WAC Officer Candidate Applicant Interview (Interview Record) (DA Form 6220).

★*b.* **Rescinded.**

4-6. Appraisal of experience. *a. Applicants without prior commissioned officer service.* After interview, a rest period will be given the applicant while the board considers the application and allied papers. The board will then question the applicant on personal history, training, and experience to supplement the facts shown in the application and allied papers. This questioning will be led by the board member of the branch concerned. Technical competence will be inferred from the applicant's history and the impression made on the board during the interview. Each member of the board will make an individual, independent appraisal of the applicant on one of the forms listed in (1) and (2) below (original only). The word "civilian" will be substituted for "military" on the form listed in (1) below when the applicant is applying from civilian life and has not had military experience. When the applicant is considered better qualified for a branch other than the one applied for, the board may recommend such assignment.

(1) For commission applicants, except for Chaplains and Judge Advocate General Branches, use Interview Appraisal Sheet M (DA Form 6224).

(2) For warrant officer, Chaplains, and Judge Advocate General Branch applicants, use Interview Appraisal Sheet S (DA Form 6225). (This form will be modified to indicate warrant officer application when appropriate.)

b. Applicants with prior commissioned officer service. In recognition of commissioned or former commissioned officer status, board action will be limited to appraisal of experience. The board will examine the application and allied papers, question the applicant, and complete individual appraisal sheets in accordance with *a* above. Area commanders may waive this requirement when board action is not deemed necessary.

★ **4-7. Disclosure of board action.** No applicant or any other unauthorized person will be advised of the reasons for disapproval by an examining board, nor will an applicant be given access to any of the material used by the board. The applicant will be informed that after a careful and impartial evaluation of his application and the recommendations of the examining board, it has been determined that his overall qualifications are not sufficiently outstanding to warrant appointment.

4-8. Disposition of records. *a.* The board will forward the following papers through channels to the area commander concerned for action:

(1) Report of proceedings of the board of officers.

(2) Copy of the Disposition Form (DA Form 2496) or military letter appointing the board.

(3) Application and allied papers for each applicant.

(4) Test score statement, when required by paragraph 4-3.

(5) DA Form 6215-1 (WAC OCS Biographical Information Blank (Answer Sheet)), or DA Form 6263-1 (Officer Qualification Inventory (Answer Sheet) OQI-1), as appropriate.

★ (6) DA Form 6220 completed by each board member for each applicant.

(7) DA Form 6224 or DA Form 6225, as appropriate, completed by each board member for each applicant.

b. A statement substantially as follows will be included in the board report when applicable:

This correspondence is marked FOR OFFICIAL USE ONLY solely because of the addition of Exhibits _____ through _____. When these exhibits are removed, protective markings will be canceled.

ENT PRINTING OFFICE: 1977 O—241-379/30518

S/S Chg. 7 2-Sept-77

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BOOK NO	MESSAGE HANDLING INSTRUCTIONS							

FROM: DA STL MO //AGUZ-RPP-PR//

TO: ALL HOLDERS OF ID OF AR 135-100 Rec'd 3 Jun 77

UNCLAS

SUBJECT: Interim Change to AR 135-100 (Army National Guard and Army Reserve - Appointment of Commissioned and Warrant Officers of the Army)

1. This interim change is being distributed through publications pin-point distribution system to all holders of AR 135-100, in accordance with DA Form 12-9A block _____. Pending revision of AR 135-100, 17 March 1972, and by order of the Secretary of the Army, subject regulation is changed as follows and is effective immediately.

2. Subparagraph 1-4d(3), page 1-3, change "sufficient education and practical experience" to read "sufficient education, technical training, and practical experience".

3. Subparagraph 1-6a(1), page 1-6, is amended by changing the last sentence to read: "Waiver of both education and experience will not be considered for appointment under section VI or X, chapter 3."

4. Subparagraph 2-2b(7), page 2-4, change "submit applications to the commander" to read: "submit applications through their unit and intermediate

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RELEASER TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE: JAMES F. MONAHAN, LTC, GS, ASST ADJ		
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DD FORM 1 DEC 70 173 REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED. ☆U.S.GPO:1976-0-665-697/1034

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commanders to the commander."

5. Subparagraph 2-2b(9), page 2-4, is added as follows:

(9) Applications from personnel on active duty applying for Warrant Officer 202A, Medical Equipment Repair Technician, and Warrant Officer 911A, Military Physicians' Assistant, will be forwarded by the installation commander directly to Cdr, USAMEDDPERSA, ATTN: SGPE-PD, Forrestal Building, Washington, DC 20314.

6. Subparagraph 2-3a, page 2-4, is superseded as follows:

a. The commander initially receiving the application or the commander having custody of the applicant's personnel records (for personnel on active duty with the Army) will--

7. Subparagraph 2-3c(2)(c), page 2-5, is added to read:

(c) Applicant is not recommended by the staff section as a result of the review required by paragraph (3) below, giving the reasons for rejection.

8. Subparagraph 2-3c(3), page 2-5, is expanded to add:

The staff section will--

(a) Review the applicant's personnel records and application to determine if the applicant has the technical training and practical experience

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required for appointment.

(b) Prepare recommendation to include reasons for conclusions. Recommendation may include additional training which should be provided to the applicant prior to appointment or prior to first assignment after appointment.

9. Subparagraph 2-3c(7), page 2-5, is expanded to add:

"When a recommendation of disapproval made by the examining board is approved by the convening authority, the application will be disapproved and returned to the individual."

10. Subparagraph 3-15c, page 3-6, is deleted and subparagraph 3-15d is redesignated as subparagraph 3-15c.

11. Paragraph 3-16, page 3-6, is superseded as follows:

3-16. Grade. The following will apply in determining grades for appointment to fill vacancies in Ready Reserve troop program units:

a. Initial appointments normally will be in the grade of second lieutenant.

b. Applicants will apply for assignment to the WAC branch and concurrent detail to a combat support or combat service support branch. (See AR 10-6 and DA Pam 600-3.) Appointment will be in the grade authorized for comparable male

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applicants assigned to the same branch.

c. Women who are otherwise qualified may be appointed to the Women's Army Corps in the highest grade in which they have previously served satisfactorily on active duty (other than for training).

12. Subparagraph 3-17d(1), page 3-7, is superseded to read:

(1) Letter of appraisal from a college official who has had direct contact with the applicant.

13. Subparagraph 3-17f, page 3-7, is amended by deleting the last sentence.

14. Subparagraph 3-17c, page 3-7, is deleted and subparagraphs 3-17d through f are redesignated as subparagraphs 3-17c through e.

15. Paragraph 3-18, page 3-7, is rescinded.

16. Figure 3-1, page 3-13 and 3-14, is deleted.

17. Figure 3-2, page 3-15, in the second paragraph, change the phrase "Honorable Discharge Certificate" to read "appropriate discharge certificate". Change the statement at the bottom of the figure to read:

Figure 3-2. Statement for applicants for appointment in the Chaplains Branch who are being appointed prior to completion of National Agency Check (para 3-8).

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18. Paragraph 3-33, page 3-12, is expanded by adding subparagraph e to read:

e. Appearance before examining board is waived for personnel on active duty applying for Warrant Officer 202A, Medical Equipment Repair Technician, and Warrant Officer 911A, Military Physicians' Assistant.

19. Paragraph 3-36, page 3-12, in the third sentence, change the phrase "Applications for" to read: "Applications from". Expand paragraph to add the following sentence: "Applications from personnel on active duty applying for Warrant Officer 911A will be forwarded by the installation commander directly to Cdr, USAMEDDPERSA, ATTN: SGPE-PD, Forrestal Building, Washington, DC 20314.

20. Subparagraph 4-5b, page 4-2, is rescinded.

21. Paragraph 4-7, page 4-2, is superseded as follows:

4-7. Disclosure of board action. No applicant or any other unauthorized person will be advised of the reasons for disapproval by an examining board, nor will an applicant be given access to any of the material used by the board. The applicant will be informed that after a careful and impartial evaluation of his application and the recommendations of the examining board, it has been determined that his overall qualifications are not sufficiently

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outstanding to warrant appointment.

22. Subparagraph 4-8a(6), page 4-3, is amended by deleting the phrase "or DA Form 6227, as appropriate".

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DD FORM 1 DEC 70 173 REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED. ☆U.S.GPO:1976-0-665-697/1034

CHAPTER 1
GENERAL

1-1. Purpose. This regulation establishes responsibility and provides procedures for the appointment of male and female commissioned and warrant officers in the Reserve components of the Army. Exceptions to this regulation will be made only by HQDA on an individual basis. This regulation does not govern appointments of Reserve general officer grades (AR 135-156); Army Medical Department commissioned officers (AR 135-101, AR 601-139); graduates of senior ROTC units (AR 145-1); or graduates of officer candidate schools (AR 351-5, AR 140-50).

1-2. Appointment limitations. Appointment of qualified applicants are limited to—

a. Commissioned officers to fill—

(1) Mobilization designee table of distribution vacancies only upon announcement of such vacancies in an Army-wide procurement program published in a Department of the Army message.

(2) Ready Reserve troop program unit vacancies. Applications for direct appointment will be processed for position vacancies only when there is no qualified officer available. (See para 2-3*a*(3) for statement required in this instance.) This requirement is not applicable to enlisted personnel applying for OCS.

(3) The grade of captain or below to meet the need for Ready Reserve reinforcements for assignment to the Control Group (Reinforcement). Appointments will be tendered only to exceptionally well qualified individuals who cannot otherwise obtain a commission because of lack of position vacancy in USAR units or inability to join a unit due to geographical location.

(4) Active duty requirements when qualified Reserve officers are not available.

b. Warrant officers to fill—

(1) Ready Reserve troop program unit vacancies based on MOS requirement regardless of the number of warrant officers assigned, provided warrant officers assigned as overstrength who are not qualified in the MOS required for the position vacancy are first given the opportunity to become qualified in the MOS and to accept assignment to the position. (See para 2-3*a*(3) for statement required in this instance.)

(2) Active duty requirements under specific allocations announced by HQDA, when qualified Reserve warrant officers are not available.

(3) Ready Reserve Reinforcements for assignment to the Control Group (Reinforcement). Appointments will be tendered only to exceptionally well qualified individuals who cannot otherwise obtain a commission because of lack of position vacancy in USAR units or inability to join a unit due to geographical location.

(4) Mobilization designee table of distribution vacancies only upon announcement of such vacancies in an Army-wide procurement program published in a Department of the Army message.

c. The restrictions in *a* above do not apply to:

(1) Warrant officers and enlisted personnel in the Active Army.

(2) Reserve officers in a grade above colonel who cease to occupy a position commensurate with their grade.

(3) Regular Army officers selected for involuntary discharge as a result of reduction in force, applying for appointment without concurrent active duty, effective upon the date after discharge.

(4) Regular Army officers applying for appointment in the Army Reserve concurrent with their unqualified resignation, and National Oceanic and Atmospheric Administration officers eligible for appointment as an exception to the provisions of paragraph 1-5*e*.

1-3. Appointing authority. The authority to tender appointments in accordance with paragraph 2-2 is delegated as follows (see AR 135-101 and AR 601-139 for Army Medical Department Branches):

a. Headquarters, Department of the Army. The Adjutant General (CG, RCPAC) for the appointment of ARNGUS and USAR commissioned and warrant officers, except general officers, with or without concurrent active duty.

b. Area commanders. For the appointment of USAR commissioned and warrant officers residing within the geographical areas of their commands. This authority may not be further delegated except to Commanding Generals of US Army Support Command, Hawaii; US Army Base Com-

mand, Okinawa, US Army, Japan; Eighth US Army, Korea; and US Army Support, Thailand; when appointment with concurrent active duty has been approved at HQDA. Appointments will not be effected in the following cases without prior approval of HQDA:

(1) When concurrent active duty is requested.

(2) In grade of lieutenant colonel or higher if applicant has not had prior service in the grade in which appointment is to be tendered.

(3) When the applicant has been previously separated from the service with severance pay.

(4) For assignment in the following branches:

(*a*) Chaplain.

(*b*) Judge Advocate General's Corps.

(*c*) Staff Specialist.

(*d*) Women's Army Corps.

(5) Any application submitted under section VI, chapter 3.

(6) When warrant officer assignment is for—

(*a*) Army Bandmaster.

(*b*) Military Police Corps. See AR 195-3.

c. Excepted appointments. As an exception to *a* and *b* above, the Commandants, US Army Aviation School and US Army Primary Helicopter School, and the Deputy Commandant, US Army Aviation School Element, will tender appointments in the USAR to enlisted graduates of the Warrant Officer Rotary Wing Aviator Course and the Warrant Officer Fixed Wing Aviator Course (AR 611-85).

1-4. Eligibility criteria. Individuals possessing the qualifications in *a* through *i* below may apply for appointment, except those individuals enrolled in or formally approved for officer candidate school or prewarrant officer programs.

a. Age. Minimum and maximum age limitations are shown in table 1-1. The applicant must not have reached the birthday of the maximum age indicated prior to appointment.

b. Citizenship.

(1) Except for medical, dental, and allied category specialists liable for induction, and as indicated in (2) below, an applicant must be a US citizen or have lawfully entered the United States for permanent residence under applicable provisions of the Immigration and Naturalization Act as amended, unless he is currently serving, or has served previously in the Armed Forces of the United States. Foreign nationals living in the United States or its possessions who have not applied for permanent residence (nondeclarant alien) may submit application for initial appointment with the provision that if acceptable, application for permanent residence will be made.

(2) Applicants for Military Intelligence and Civil Affairs Branches must be citizens of the United States.

(3) Under no circumstances will appointment be made from the following categories:

(*a*) Applicants who have been convicted of wartime desertion or evasion of military service, as specified in the Immigration and Naturalization Act.

(*b*) Any individual barred from citizenship because of having applied for and having been relieved or discharged from service in the Armed Forces by reason of alienage.

c. Mental.

★(1) Male applicants for appointment as a commissioned officer must achieve a score of 110 or higher on Aptitude Area GT of the Army Classification Battery or the Army Qualification Battery; a score of 115 or higher on the Officer Candidate Test; and a minimum composite Officer Candidate Test/Officer Qualification Inventory (OCT OQI) score of 200. An applicant for appointment as a warrant officer must have a recorded standard score of 110 or higher on the Army Aptitude Area GT. If the required score(s) is not recorded, the applicant must be tested to determine his mental qualification. Female applicants for direct appointment as a commissioned officer must achieve a score of 115 or higher on Aptitude Area GT of the Armed Forces Vocational Aptitude Battery (ASVAB) or ACB-73.

(2) Provisions of (1) above are not applicable for appointment—

(*a*) In the Army Medical Department, Chaplain's Branch, or Judge Advocate General's Corps.

(*b*) Of a former commissioned officer applying for reappointment as a commissioned officer or appointment as a warrant officer.

(*c*) Of a former warrant officer applying for reappointment as a warrant officer.

(3) Applicants from one of the other Armed Forces will be required to submit evidence of attainment of a qualifying score on OCT and Aptitude Area GT, or the equivalent as measured

by a counterpart of Aptitude Area GT, as shown in tables 1-2, unless excepted therefrom under (2) above. If available, records of scores will be forwarded by the custodian of the applicant's personnel records to the commander of the Army installation processing the application. If required test scores are not available, arrangements will be made to administer the verbal and arithmetic tests of the Army Classification Battery at the Army installation processing the application. Aptitude Area GT scores will be computed in accordance with the instructions contained in DA Pam 611-100. The test control officer will submit the test results to the commander processing the application.

d. Education. Each applicant must—

(1) Have demonstrated understanding and proficiency in the English language. Applicants whose mother tongue is other than English will be carefully examined by the board to insure that their command of the English language is sufficient to enable them to perform as officers.

(2) For appointment as a commissioned officer, be a graduate of a high school or school of comparable level, or pass the General Education Development Test (high school level or higher) and meet any additional requirements for specific branches.

(3) For appointment as a warrant officer, have sufficient education and practical experience to insure satisfactory performance of duties of the classification for which application is made.

e. Character. Each applicant must be of good moral character.

f. Leadership. Applicants must possess qualifications as potential leaders and have the ability to deal effectively with people. Such qualifications may be evaluated in terms of the applicant's background and experience.

g. Medical.

(1) Medical requirements are prescribed in AR 140-120 and in chapter 2 and paragraph 7-15, AR 40-501.

(*a*) *For flight training.* A Type B medical examination as prescribed in chapter 10 and appendix IX, AR 40-501, to meet class 1A flying duty medical fitness standards in chapter 4, AR 40-501.

(*b*) *For continuance of aviation duty.* A Type B medical examination as prescribed in chapter 10 and appendix IX, AR 40-501, to meet class II flying duty medical standards prescribed in chapter 4, AR 40-501.

(*c*) *For all other personnel.* A Type A medical examination as prescribed in chapter 10 and appendix IX, AR 40-501, to meet medical fitness standards prescribed in chapter 3, AR 40-501.

(2) The area commander will process medical examinations and waivers as follows:

(*a*) Forward class 1A flying duty medical examinations to HQDA (DASG-HES) WASH DC 20314, for review. Waivers will not be granted.

(*b*) Designate flight surgeons or aviation medical officers to review all class II and class III flying duty medical examinations. Individual cases of questionable or controversial nature may be forwarded direct to HQDA (DASG-HES) WASH DC 20314, for review.

(*c*) Take action on all other reports of medical examinations.

h. Security requirements.

★(1) Army area commanders or commanders initially receiving the application, as appropriate, will insure that the following files are screened, with favorable results before tendering appointment.

(*a*) Military Personnel Records Jacket, US Army (DA Form 201). If available, screen the equivalent file for other Armed Forces applicants.

★(*b*) Files of the US Army Investigative Reports Repository (USAIRR), Fort Meade, MD will be screened on all nonprior service applicants for appointment with concurrent active duty and all prior service applicants for concurrent active duty when there has been a break in service greater than one year dating from the individual's last period of service or there is no record of a security clearance in the individual's personnel file. Applicants for appointment without concurrent active duty will be screened as indicated in (2) below.

(2) USAIRR files will not be screened if evidence indicates a previous favorable National Agency Check (NAC) provided—

★(*a*) There has not been a break in service greater than one year dating from the individual's last period of service, and

(*b*) Screening of the DA Form 201 is favorable.

(3) When suitability information is contained in the USAIRR files the area commander will establish boards to—

(*a*) Evaluate such information.

(*b*) Determine whether information should be submitted to the CG, RCPAC as a possible bar to appointment.

(4) When a USAIRR file check reveals no record of a NAC having been completed, a new NAC is not required provided a final security clearance has been granted, service has been continuous for the past 5 years, and screening of the DA Form 201 is favorable.

(5) A cryptographic clearance is required for each applicant for assignment to Army Securities Specialties. Applicants for appointment with assignment to Military Intelligence Branch will be informed that background investigation and final clearance may take up to 12 months. All applicants for Military Intelligence except those for MOS 963A, PW Interrogator, must be declared eligible for access to Special Intelligence. A background investigation is required for all alien personnel prior to their appointment as officers in the USAR.

(6) USAIRR files will always be screened on applicants from one of the other Armed Forces.

(7) Waivers of above requirements will not be granted, except as outlined in paragraph 3–18.

i. Examining boards. Applicant must appear before an examining board as prescribed in chapter 4, except those individuals applying under paragraph 1–5*c*(4)(*b*) and 1–5*c*(5) and 1–5*e*(2), and as otherwise provided for in this regulation or in regulations governing specific appointments.

1–5. Ineligibles. The following persons are not eligible for appointment unless waiver is authorized under the provisions of paragraph 1–6:

a. Conscientious objectors, except those classified by Selective Service as 1–A–O who volunteer for noncombat service with concurrent active duty. See paragraph 2–1*j* for statement required for such applicants.

b. Persons who have been adjudged youthful offenders or have a record of convictions by any type of military or civil court, excluding minor traffic violations involving a fine or forfeiture of $50 or less and excluding action taken under Article of War 104 or Article 15, Uniform Code of Military Justice.

c. Persons dropped from the rolls or released from active duty, or separated from any component of the Armed Forces of the United States for any of the following reasons:

(1) Under other than honorable conditions. If, upon appeal, an individual's discharge was changed to separation "under honorable conditions," he is not eligible for appointment solely because of such change. The change in the character of discharge does not alter the official record of the individual's service. Appointment will be tendered or refused, based upon the facts and merit of the individual case.

(2) For unsatisfactory service.

(3) Resignation for the good of the service in lieu of court-martial, elimination, or any form of disciplinary or corrective action.

(4) Commissioned officers having been twice passed over for promotion or otherwise released from active duty or active status because of failure to be promoted to a higher commissioned grade except—

(*a*) Individuals in this category are eligible to apply for appointment as warrant officer USAR if otherwise qualified.

(*b*) A Regular Army officer with less than 20 years of active Federal service who is discharged because of failure, after second consideration, to be selected for RA promotion, or who voluntarily resigns prior to discharge from the RA may apply to Cdr, RCPAC, ATTN: AGUZ-PAD, 9700 Page Blvd., St. Louis, MO 63132, for a Reserve commission. If it is determined applicants can be utilized in a Reserve status, they may be appointed in active Reserve status without regard to the limitations in paragraph 1–2, or, if desired, they may request concurrent transfer to the retired Reserve. Appointments will be tendered only to former RA officers whose overall record of previous performance indicates they have a high degree of potential for service in the Reserve components.

(5) USAR warrant officers having been twice passed over for AUS or USAR promotion to a higher warrant officer grade are ineligible for appointment as commissioned officers or warrant officers. A Regular Army warrant officer with less than 20 years of active Federal service who is discharged because of failure, after second consideration, to be selected for promotion, or who

voluntarily resigns prior to discharge therefor, may apply to Cdr, RCPAC, ATTN: AGUZ-PAD, for a Reserve warrant. If it is determined that the applicant can be used in a Reserve status during mobilization, he may be appointed in an active Reserve status without regard to the limitations in paragraph 1-2, or if he desires, he may request concurrent transfer to the retired Reserve. However, personnel so appointed will not be brought to active duty under any pro-

curement program except *an involuntary order to active duty, during a mobilization.*

(6) Having been separated from any component of the Armed Forces as a security risk. Applications filed by individuals who were under security investigation at time of their separation will be forwarded to the CDR, RCPAC, ATTN: AGUZ-PAD.

(7) For failure to maintain eligibility for retention in an active Reserve status. After a lapse of 1 year, an individual may be considered for appointment if the obstacles to active Reserve participation have been removed. An individual in this category must—

(*a*) Prove conclusively a valid reason for nonparticipation existed but is no longer an obstacle.

(*b*) Agree to participate actively if appointed.

d. Commissioned officers, warrant officers, and enlisted personnel drawing retired pay for services with any of the Armed Forces.

e. Commissioned officers of the Regular components of the Armed Forces, Public Health Service, and National Oceanic and Atmospheric Administration, except—

★(1) Officers of the Regular Army, as indicated in *c*(4)(*b*) above; Regular Army company grade officers who apply for Reserve appointment concurrent with their unqualified resignation; and Regular Army officers selected for involuntary discharge as a result of reduction in force. These officers are not eligible for appointment as Reserve commissioned officers with concurrent call to active duty.

(2) Officers commissioned from the Army ROTC program who are about to be separated from the National Oceanic and Atmospheric Administration prior to completion of at least 6 years' active duty. Such officers will be appointed upon discharge from the National Oceanic and Atmospheric Administration, if otherwise qualified, without regard to the provisions of paragraph 2-3*c*(4)(*c*).

f. Cadets, United States Military Academy, United States Air Force Academy and United States Coast Guard Academy, and midshipmen, United States Naval Academy.

g. Individuals who are pursuing a course of graduate study in one of the health professions (medicine, osteopathy, dentistry, veterinary medicine, or optometry) except those participating in programs sponsored by the Surgeon General.

h. Applicants whose appointment would cause them to hold simultaneously more than one Reserve status. This does not preclude appointment when separation from the current Reserve status can be accomplished. For example, an Army/Reserve member on active duty cannot be separated from his current status so long as he is to remain on active duty in that status. His appointment to another Reserve status will not be made unless he is to be placed on active duty under the new Reserve status.

i. Individuals denied retired pay or annuities under the so-called "Hiss Act" (Act of 1 September 1954 (68 Stat. 1142), as amended (5 U.S.C. 8311 et seq.)).

j. Individuals who are, or have been, members of any foreign or domestic organization, association, movement, group, or combination of persons advocating a subversive policy or seeking to alter the form of Government by unconstitutional means, whose case has not been adjudicated favorably by the Department of the Army.

k. Citizens of the United States residing in a foreign country, except those—

(1) Residing in a country where the United States has troops stationed, or

(2) Residing in a country where the United States has a military mission, advisory, or similar group, or

(3) Employed by the US Government and on duty with an Embassy, Legation, or Consular office of the United States.

(4) Residing in an area occupied by the Armed Forces of the United States.

Note. Request to obtain the official consent of the country in which they reside to accept appointment as a USAR commissioned or warrant officer from individuals in (1), (2), or (3) above will be submitted through diplomatic channels.

l. Except as indicated in AR 135-101 and AR 601-139, applicants with a Selective Service classification of 1-A, or whose classification could be changed to 1-A; with loss of deferment status, except when applying for appointment with concurrent active duty.

m. Enlisted members of the Reserve components of the Armed Forces of the United States with a

remaining service obligation who have not completed an initial tour of active duty or active duty for training. Applications may be accepted from such applicants when concurrent active duty is requested.

n. Applicants for appointment as commissioned officer who are unable to complete 20 years creditable service for retirement or retired pay prior to mandatory removal from an active status or those applying for concurrent active duty who are unable to qualify for retirement under title 10, United States Code, section 3911, prior to attaining 28 years' service as computed under the provisions of title 10, United States Code, section 3853. Applicants for warrant officer appointment who are unable to complete 20 years of satisfactory active Federal service prior to age 62.

o. Individuals transferred to the Standby Reserve or discharged from the Army as a result of approved exemption from involuntary order to active duty as a member of the Ready Reserve.

p. Those who are in the military service of a foreign government, or those employed by a foreign government.

q. Individuals will not be initially appointed under sections VI, VII, or VIII, chapter 3, who currently hold an appointment as a commissioned officer in the USAR. Further, no person will be appointed whose separation from previous service was under circumstances that indicate there is an attempt to circumvent normal promotion procedures.

r. Regular Army warrant officers may not be appointed if the appointment would cause them to hold dual status. Regular Army warrant officers may apply for direct appointment under this regulation provided a resignation from their present status is submitted.

1-6. Waiver. Request for waiver will be submitted with the application and must contain complete justification, including recommendations of intermediate commanders when applicable. Request for waiver will be processed as indicated in *a* through *c* below.

a. The following requests will be forwarded to the CDR, RCPAC, ATTN: AGUZ-PAD:

(1) All requests for waiver of maximum age and grade under section II, chapter 3. Waiver of minimum age will not be authorized. Exceptions to maximum age, education, experience, and military training will be considered when individuals possess unusual skills or technical qualifications fulfilling a specific need. Waiver of both education and experience will not be considered for appointment under section VI, chapter 3.

(2) Waiver for appointment in the grades of lieutenant colonel and colonel of applicants without prior commissioned service.

(3) Waiver of conviction of the following offenses will be submitted with the application and evaluated with the National Agency Check:

(*a*) Felony under local, Federal, or military law.

(*b*) One which resulted in sentence to confinement in prison, stockade, or detention area, or in sentence to hard labor.

(*c*) One involving moral turpitude.

(4) Applications from individuals employed by a foreign government for final determination by the Secretary of the Army.

(5) Waiver of requirements set forth in paragraph 3-11*a* and *c* for appointment in the Judge Advocate General's Corps.

(6) Waiver of the provisions of paragraph 1-5*c*(4) will be considered for those individuals who were discharged as a result of twice failing of selection for USAR promotion based on promotion service accrual while regularly enrolled as students in approved medical or dental schools or while undergoing civilian internship or residency training.

(7) Exceptions to paragraph 1-5*o* may be made when appointment is for concurrent active duty. Those members of the Standby Reserve requesting waiver under this subparagraph must also meet the requirements of paragraph 1-5*h*.

(8) Waiver of the provisions of paragraph 1-5*n* may be considered at HQDA on an individual basis when an applicant applying for appointment without concurrent active duty possesses outstanding qualifications.

(9) Waiver of any disqualification other than those specifically authorized in this paragraph will be acted upon by HQDA. *Waivers will not be considered unless approval is recommended by appropriate area commander.* Waivers will not be considered for ineligibilities listed in paragraph 1-5 for which waivers are not authorized in this paragraph.

(10) Waiver of warrant officer MOS not authorized by procurement directives for concurrent active duty will not be considered for appointment under section X, chapter 3.

★*b. Chief of Chaplains.* Requests will be forwarded direct to HQDA (DACH-ZA) Wash DC 20314 for exceptions to maximum age limitation up to 40th birthday for initial appointment with concurrent active duty in the grade of first lieutenant, Chaplains Branch.

c. Area commanders. Area commanders may grant a waiver for offenses under military or civil codes, except as specified in *a*(3) above, if the applicant's conduct and character at this time are above reproach and the potential value of the applicant's services is considered to be very high.

1-7. Grade on appointment. If otherwise qualified, applicants may be appointed in grades indicated.

a. Commissioned officers.

(1) Male warrant officers and enlisted personnel will not normally be appointed under section II, chapter 3, above the grade of second lieutenant. Exceptions may be made by the Department of the Army where outstanding leadership performance in combat or exceptional qualifications make the action in the best interest of the Army.

(2) Officers and former officers.

(*a*) Former Army officers in the highest grade satisfactorily held or in the last grade held if reduced from a higher grade.

★(*b*) Reserve officers or former commissioned officers of the other Armed Forces of the United States, United States Public Health Service, including temporary officers thereof, and officers of the National Oceanic and Atmospheric Administration when applicable, in the Army grade comparable to the last grade satisfactorily held.

(*c*) Former second lieutenants who upon appointment would be eligible for promotion to first lieutenant may be appointed in the grade of first lieutenant.

(*d*) Reserve general officers (not on active duty) who are discharged because they cease to occupy a position commensurate with their grade or a higher grade may be appointed in the Reserve grade held prior to being appointed in a general officer grade.

★(3) Appointment to fill troop program unit and mobilization designation vacancies will be in the appropriate branch and in the grades authorized in (1) and (2) above and (4) and (5) below. An applicant who is qualified for appointment to the grade of second lieutenant may be appointed to fill only a vacancy in which the TOE or TDA authorized grade is lieutenant. An applicant qualified for appointment in a grade of first lieutenant or above may be appointed in a vacancy in which the TOE or TDA authorized grade is up to two grades above the grade of appointment. An officer occupying a position in which a higher grade is authorized will not be counted against the strength authorization in the TOE/TDA for his grade.

(4) For grades on appointment with assignment to the Women's Army Corps, the Judge Advocate General's Corps, Civil Affairs, as Professional and Technical Specialists, or Chaplains, see appropriate sections of this regulation. For grades on appointment in the Army Medical Department, see AR 135-101 and AR 601-139.

(5) Applicants may be appointed in grades up to and including colonel.

b. Warrant officers. Appointments will be as warrant officer, W-1, except—

(1) Chief warrant officers and former chief warrant officers may be appointed in the highest warrant officer grade satisfactorily held.

(2) Commissioned and former commissioned officers who have served a minimum of 2 years active service in a commissioned status may be appointed in the grade of chief warrant officer, W-2.

(3) Enlisted men serving in grades E-8 or E-9 may be appointed in the grade of chief warrant officer, W-2, provided they have served at at least 2 years in an active status in either of of those grades as of date of appointment.

1-8 Service obligations. *a.* For obligations incurred upon initial appointment, see AR 135-90 and DA Forms 3574 and 3575.

b. Nonobligated personnel appointed as commissioned or warrant officers must be available for service during any emergency or mobilization. Applicants must have full knowledge of this requirement when submitting applications.

c. Applicants appointed as commissioned or warrant officers with concurrent active duty are required to serve in an active status for a specified period. The duration of this term of service will be in accordance with regulations or Department of the Army circulars announcing each procurement program.

★Table 1-1. Minimum and Maximum Age Limitations

Grade	*Minimum age*	*Maximum age*
Second lieutenant, except divinity students	18	28
Second lieutenants—divinity students	18	30
First lieutenant	21	33
Captain		39
Major		48
Lieutenant colonel		51
Colonel		55
Warrant officer	18	46

Maximum age limitations may be increased for former officers and warrant officers by an amount not more than the length of previous service in grade in which appointment is authorized. (Previous service includes active duty or active Reserve service in any component of the Armed Forces.) An increase in age is not authorized if an applicant will have less than 2 years to serve before being removed from an active status under provisions of AR 140-10, or if applying for appointment and concurrent active duty before being removed from active duty with the Active Army under the provisions of AR 635-100.

Table 1-2. Qualifying Score Equivalents

Armed Force	*Minimum qualifying score*	*Score system*	*Aptitude composite or area*	*Test batteries*
Navy	110	Navy standard	General technical aptitude composite (GCT+ARI)	BTB.
Air Force	65	Percentile	General aptitude area	ACB, ACT, AQE.
Marine Corps	110	Army standard	General technical aptitude area	ACB.

CHAPTER 2

PROCESSING

2-1. Applications and allied papers. ★Applications for appointment will include the following documents, except as indicated in *r* and *t* below:

a. DA Form 61 (Application for Appointment) in triplicate.

(1) When submitted under section VI, chapter 3, the specialty for which applying will be shown below in Item 32.

(2) Individuals currently holding any other USAR status will include a statement in Item 32 that they understand their present Reserve status will be vacated by acceptance of appointment.

(3) Individuals serving in oversea commands will include in Item 32 the scheduled date of return to CONUS or rotation to another location in an oversea command.

(4) When submitted under section V, chapter 3—

(*a*) Applicant will indicate WAC in branch preferences and in addition will include three other preferences from the combat support and combat service support branches.

(*b*) Item 32 will include a statement that the individual understands that, if accepted for appointment, her application for branch detail is not a commitment by the Army or the individual, and that branch detail selections are made in accordance with the Army's needs and the individual's qualifications.

b. Documentary evidence of educational qualifications. Consolidated transcripts of college and university study will be signed by an official of the institution attended. Photostatic or true copies are acceptable.

c. DD Form 398 (Statement of Personal History) in duplicate.

d. Forms required for completion of personnel security investigation as specified in AR 381-130. Applications for appointment and concurrent active duty will include a statement that a National Agency Check or other investigation of broader scope has been initiated (date initiated) or that such investigation has been conducted previously, with identifying date.

★*e.* Standard Form 88 (Report of Medical Examination) will be prepared in duplicate and Standard Form 93 (Report of Medical History) will be prepared in original only. If a previous medical examination is valid under AR 40-501, a new medical examination will be required only if the appointing authority has reason to question the medical fitness of the applicant, or if the applicant requests an examination. Any applicant drawing a pension, disability compensation, or retirement pay must undergo a medical fitness examination regardless of how recently his last medical examination was completed. Applicants, except members of the other Armed Forces, applying for appointment with concurrent active duty will not be required to undergo a medical examination until notification is received from the CG, RCPAC, of selection for appointment. Applicants for appointment without concurrent active duty will not be required to undergo medical examinations until selected for appointment.

f. Additional information required for appointment in Military Intelligence and Military Police Corps.

(1) Applications for Military Intelligence Branch with concurrent active duty will, without regard to any prior investigation completed, include five copies of DD Form 398 (Statement of Personal History) with all applicable items completed as prescribed in AR 381-130 and record of prior clearances entered on the last page of DD Form 398 from personnel records; two copies of FD Form 258 (Fingerprint Card): DD Form 1584 (Department of Defense National Agency Check Request); and two full length photographs approximately post card size.

(2) Applications for Military Intelligence Branch without concurrent active duty will include the documents prescribed in AR 140-192 and AR 614-103.

(3) Applications for appointment as a warrant officer in the Military Police Corps will include documents prescribed in AR 195-3.

g. Photostatic copy of DA Form 152 (Certificate of Completion of Course) when required.

★*h.* DA Form 160 (Application for Active Duty) in duplicate, when applying for concurrent active duty. Individuals who are members of the other Armed Forces when applying for MOS/SSI requiring competion of specific Army courses must indicate in Item 13 (Remarks) completion of equivalent formal instruction within the specific area. Applications must contain evidence indicating courses completed and scope of instruction.

i. A signed statement will be furnished by former conscientious objectors expressing abandonment of such beliefs so far as they pertain to their willingness to bear arms and to give full and unqualified military service to the United States and agreeing that they will not apply for separation by reason of conscientious objection during the period of their contracted agreement.

j. A statement by a conscientious objector applying for appointment in the Chaplains Branch or a corps of the Army Medical Department (except Veterinary Corps) to the effect that he conscientiously objects to combat service but is willing to perform full and unqualified service as a Chaplain or officer of the Army Medical Department (except Veterinary Corps). Conscientious objectors applying under the provisions of this paragraph must possess a Selective Service classification of no higher than 1-A-0 (as opposed to I-O).

k. Members of Reserve components not on active duty, of the Navy, Air Force, Marine Corps, Coast Guard, and Public Health Service, must submit a conditional release obtained through official channels. Members of the other Armed Forces (except US Coast Guard) on active duty will be accepted and processed without statement of conditional release from the losing service. Applications from members of the US Coast Guard must be accompanied by a conditional release or a copy of a request for such release.

l. A statement from the State adjutant general that a member of the ARNG or ARNGUS applying for appointment, if tendered an appointment, will be separated from his National Guard status.

m. Nonprior-service male applicants under 26 years of age who have not previously incurred a service obligation under the Military Selective Service Act of 1967 will complete Certificate of Acknowledgement and Understanding of Service Requirements for Individuals Applying for Appointment (DA Form 3574) in triplicate.

n. Prior-service applicants appointed following a break in service, female applicants and nonprior-service applicants over 26 years of age will complete Certificate of Acknowledgement and Understanding of Service Requirements for Individuals Applying for Appointment (DA Form 3575) in triplicate.

o. An individual not a citizen of the United States by birth will submit a statement as shown in figure 2-2. Children born of an American parent or parents outside the United States acquire citizenship through the parent or parents. Citizenship verification of persons born abroad of an American parent or parents will be made in one of two ways:

(1) Presentation of a Certificate of Citizenship (Form N-600) issued by the Immigration and Naturalization Service. To preclude a future challenge to their claim of citizenship, applicants not having this document should be advised to make application at the nearest office of the Immigration and Naturalization Service.

(2) Presentation of an authenticated copy of Department of State Form 240 (Report of Birth Abroad of a Citizen of the United States of America). This form is also referred to as the Consular Report of Birth. Applicants may obtain this document from the Authentication Officer, Department of State, WASH, DC 20520.

p. The following signed statement from an applicant requesting concurrent active duty with assignment as a Chaplain who may not because of the provisions of title 10, U.S.C. 3848, be able to qualify for retirement under 10 U.S.C. 3911. This statement is not required for those individuals who cannot qualify for retirement under 10 U.S.C. 3911 prior to attaining age 60.

I understand that, because of my age, the possibility of my becoming entitled to military retirement benefits under existing legislation is contingent upon the passage of future events which are not accurately predictable at this time.

q. Applicants will complete a chronological listing of all civilian employment and degree of responsibility at each position.

★*r.* During a time of induction a statement by applicants who are enlisted members of the Reserve components of the Armed Forces and who have completed 6 months active duty or an initial

tour of ADT acknowledging that if their induction is caused by failure to participate satisfactorily in required training, they will be ineligible for active duty as an officer or warrant officer and their commission or warrant will be terminated.

s. In lieu of formal application the following may request appointment in letter form:

(1) Regular Army officers applying for USAR appointment concurrent with Regular Army resignation.

(2) Individuals currently serving on active duty as officers of the other Armed Forces when applying for appointment with concurrent active duty as prescribed in AR 614-120.

(3) Warrant officers applying under paragraph 3-33*a*(3) and (4), and former officers under paragraph 3-33*a*(5) when applying within 1 year from date of discharge. Such applicant must meet requirements of paragraph 1-4*g*.

(4) USAR officers applying for appointment in another branch or grade. Such applicants must furnish documentary evidence of educational level as required for the branch and any additional forms, documents, or information as required by other regulations or the section of those regulations governing the particular branch. In addition, a current medical examination as prescribed in AR 140-120 is required.

(5) Regular Army officers eligible to apply for Reserve appointments as commissioned officers, without concurrent active duty, effective upon date after discharge.

t. For members of the National Oceanic and Atmospheric Administration applying under paragraph 1-5*e*, the forms required by *a*, *c*, *d*, and *f* above.

u. Name in which appointed. Ordinarily, applicants will be appointed in the name reflected in a birth, baptismal, citizenship, or naturalization certificate, or court order authorizing a change of name. An individual may be appointed at his request, in the name by which he is known in his community, provided the assumption of that name was not for fraudulent purposes.

(1) An applicant desiring to be appointed in a name as indicated above will be required to submit a written request for name change. The signatures of two individuals who can attest to the truth of the applicant's request must also be furnished. The statement of these individuals should read "The attached information is true to the best of my knowledge and belief." The statement must be dated and signed, current addresses (including ZIP codes) must be given, and the relationship to the applicant must be indicated. It is preferable that the witnesses include the applicant's natural parents, stepparents, or legal guardian. In appropriate cases, the witnesses may include reliable members of the community, such as school officials, clergy, close relatives, and neighbors.

(2) In appropriate cases, the DD Form 369 (Police Record Check) should be accomplished reflecting both the name as recorded on one of the official documents indicated above, and the name assumed by the individual.

v. A copy of enlisted applicant's DA Form 20 (Enlisted Qualification Record) will accompany the application. Applicants who are members of the Air Force, Navy, Marine Corps, or US Coast Guard will submit a copy of the equivalent form used by the parent service.

w. Individuals with more than 17 years of active Federal service who apply for appointment as a warrant officer with concurrent active duty must complete the following statement:

I, _____, hereby volunteer to remain on active duty for a period of 3 years in warrant officer status subsequent to my appointment and/or call to active duty. I understand that my retention on active duty during this period is subject to the normal release provisions outlined in AR 635-100. I further understand that I may not be voluntarily retired prior to completion of this service obligation.

x. A statement signed by a responsible official from one of the other Armed Forces that a favorable NAC (para 1-4*h*) exists on an individual serving on active duty with that Armed Force will be accepted by the Department of the Army. The statement must indicate the date and by whom the NAC was completed. Certification by the applicant is not acceptable.

y. All applications from female applicants for appointment in the USAR as commissioned or warrant officers will include a statement of marital status and number and ages of dependents under 18 years of age. In addition to the above information, all female applicants will sign and submit the following statement:

I understand that if I am selected for appointment and/or active duty that I will be expected to accept such assignments as are in the best interest of the service re-

gardless of my marital status and/or responsibility for dependents; and that it is my responsibility to make appropriate arrangements for the care of my dependents should I be required to perform duty in an area where dependents are not permitted.

e. A recent photograph, full length, approximately postcard size, with the applicant's name on the reverse, will accompany the applications of all personnel requesting appointment as a warrant officer with concurrent active duty.

2-2. Submission of application. Applications for appointment will be submitted and processed under this chapter, except that applicants for appointment under chapter 3 must meet special requirements outlined in that chapter. Applications for appointment in the Army Nurse Corps and the Army Medical Specialist Corps will be guided by AR 135-101 and applicants for appointments in the other corps of the Army Medical Department by AR 135-101. No command or headquarters, except that conducting the evaluation board (para 2-3*c*(4)(*c*)) will hold an application beyond 5 working days. Applications will be submitted as follows:

a. For appointment with assignment to Army Reserve troop program units, mobilization designee table of distribution vacancies and Ready Reserve Reinforcement vacancies—

(1) Through the unit commander for enlisted and warrant officer members of active Reserve units.

(2) Through the commander of the unit where assignment is requested for individuals not members of the Army Reserve.

(3) Through the commanding officer of the unit where applicant is assigned for duty when individual is currently on active duty.

(4) Through the Cdr, RCPAC, ATTN: AGUZ-PAD or the oversea area commander, as appropriate, for applicants who are nonunit members of the Ready Reserve or members of the Standby Reserve.

(5) Through the Army commander for Ready Reserve Reinforcement vacancies except those submitted through (4) above.

(6) Through the Army commander to the Cdr, RCPAC, ATTN: AGUZ-PAD for applicants to fill Mobilization Designee table of distribution vacancies.

b. For appointment with concurrent active duty.

(1) USAR personnel who are members of a troop program unit will submit applications through the unit commander direct to the appropriate area commander. Nonunit USAR personnel will submit applications direct to Cdr, RCPAC, ATTN: AGUZ-PAD or appropriate oversea area commander.

(2) ARNGUS personnel will submit applications through normal Army National Guard channels to the appropriate State adjutant general who will forward the approved applications to the appropriate area commander.

(3) Individuals from civilian status will submit applications direct to the appropriate area commander.

★(4) Applications for appointment in the Chaplains Branch will be forwarded by the applicant direct to HQDA (DACH-ZA) WASH DC 20310.

(5) Personnel on active duty with any of the other armed forces will submit applications to the commander having custody of their personnel records who will forward the applications to the appropriate area commander.

(6) Applications from Air Force members who are OSI agents will be forwarded through AF District Offices to the Directorate of Special Investigations (AFISIM) for indication of date the applicant can be made available if selected. Applications will be forwarded by the Director of Special Investigations direct to Crd, RCPAC, ATTN: AGUZ-PAD, 9700 Page Boulevard, St. Louis, MO 63132.

(7) Personnel on active duty with the Army will submit applications to the commander having custody of their personnel records who will forward the applications through installation commander direct to the Cdr, RCPAC, ATTN: AGUZ-PAD.

(8) Personnel who are on active duty with the Army and assigned to activities in the District of Columbia but are not within a geographic area of responsibility of an installation commander will submit their applications for processing to the Commander, US Army Military District of Washington, Fort Lesley J. McNair, WASH DC 20319.

2-3. Processing of application. *a.* The commander initially receiving the application will—

(1) Review application for completeness and determine applicant's administrative eligibility to apply for appointment.

(2) Return application if applicant does not meet the basic administrative prerequisites for appointment, giving the reasons for rejection.

★(3) Include the following statement, signed by the unit commander, in forwarding indorsement when the application is to fill a vacancy in troop program unit:

Appropriate position vacancy exists in this unit in the grade of_____ and MOS/SSI of_____, TDA/TOE_____, paragraph_____ and line number_____, branch_____. There is no qualified officer assigned to this unit, including overstrength status, or any other qualified Reserve officer assigned to the IRR available for this position. This position will be held open for this applicant pending action by higher headquarters. I desire the assignment of the applicant to this organization.

(4) See AR 140-192 and AR 614-103 for actions required in processing applications for Military Intelligence without concurrent active duty.

(5) Forward applications of qualified applicants with appropriate recommendation, through any intermediate commanders to the area commander concerned.

(6) Process applicants for appointment under paragraph 2-2*b*(7) or (8) with authority to appoint examining boards (para 4-1*a*(5) or (6)). The application will be processed in accordance with *c*(1) through (9) below.

b. Intermediate commanders will—

(1) Review application and allied papers and indorse to the area commander.

(2) Indicate availability or nonavailability of qualified officer for position vacancies named in statement required by *a*(3) above.

(3) Return applications when the applicant does not meet the basic administrative prerequisites or when errors are found that cannot be corrected without referring the application to the originator or to his unit of assignment.

c. Area commanders will—

(1) Review applications for correctness and determine eligibility of each applicant.

(2) Return application if—

(*a*) Applicant does not meet the basic administrative prerequisites for appointment, giving the reasons for rejection.

(*b*) Errors or omissions are found that cannot be corrected within the area command headquarters.

(3) Refer applications that meet administrative prerequisites to the respective general or special staff section within headquarters for technical review.

(4) When an applicant has been determined eligible and recommended by the staff section—

(*a*) Initiate action to obtain security requirements as prescribed by paragraph 1-4*h*. Applicants, except members of the other Armed Forces applying for concurrent active duty will not require action as prescribed in paragraph 1-4*h*, until receipt of notification from CG, RCPAC that application is approved.

(*b*) Arrange for a Type A medical examination as prescribed by chapter 10 and appendix IX, AR 40-501 for applicants who are members of the other Armed Forces and concurrent active duty is requested.

(*c*) Refer application to the president of an examining board for action as provided in chapter 4, except as otherwise provided in this regulation or regulations governing the specific appointment. Instruct the boards to advise all applicants that their application will be processed as expeditiously as possible. Telephonic and written inquiries requesting status of an application only delay the processing. The processing and forwarding of all cases will be expedited to the greatest extent possible. Objective should be to complete board action within the 2-week period immediately following receipt of application.

(5) Upon receipt of examining board report—

(*a*) Have scores computed for applicant's biographical information blank, interview record, and appraisal sheet (para 4-4, 4-5, and 4-6).

(*b*) Have a composite score computed for WAC applicants.

(6) Review the entire applicable record, including report of board proceedings and National Agency Check and determine applicant's administrative eligibility and professional acceptability.

(7) Notify rejected applicants, furnishing the specific reason for rejection.

(8) Tender appointments to qualified applicants when delegated authority.

(9) Forward applications, with appropriate recommendations, requiring approval of HQDA to Cdr, RCPAC, ATTN: AGUZ-PAD.

2-4. Status reports and station changes. *a.* Commanders will report change in status to include unfavorable personnel actions which may influence application.

b. Applicants will immediately report any change in status or station to the agency processing the application.

c. CG, RCPAC will notify the applicant and area commander by electrical message where applications are approved for concurrent active duty.

d. Applicants who are informed of tentative selection will be advised that they should not expend personal funds or make any other permanent plans in connection with their appointment until they have executed their oath of office.

★2-5. Resubmission. Previous nonselection does not bar an individual from submitting another application, provided the individual is otherwise medically, morally, and professionally qualified at the time of submission. Individuals who are not selected may not reapply earlier than 1 year after date of previous application. Individuals may reapply earlier when additional pertinent qualifications have been acquired or vacancies for which individual has not been considered are announced subsequent to submission of last application. Warrant officer applications requesting appointment with concurrent call to active duty may be withdrawn by individual request through channels, after having been received at HQDA, for the purpose of submitting information concerning a significant change in qualifications (i.e., attainment of an MOS-related academic degree, change of grade, and/or completion of an MOS-related resident military school course of at least 8 weeks). To reapply for a warrant officer appointment, the requested MOS must be announced open for procurement (para 1-2*b*(2)) and a new application must be initiated for consideration.

★2-6. Discontinue procurement. When sufficient applications have been received, an announcement will be made to delete a specific branch, SSI or MOS from the active duty procurement program. Qualified and interested individuals should submit their applications as soon as possible after announcement of the procurement program. Applications should be submitted with the understanding that they will be returned without further processing at any time procurement requirements no longer exist.

2-7. Appointment procedures. Upon approval of an application the appointing authority will—

a. Assign officers to an appropriate branch.

(1) The branches for applicants who are not on active duty will be determined by their qualifications and the vacancies which they are to fill, or in accordance with (2) below.

(2) Former commissioned officers of any of the Armed Forces of the United States on active duty in the Army in a warrant officer or enlisted status, if qualified, will be given the option of accepting appointment in the—

(*a*) Branch in which they have been assigned or detailed, provided they are qualified therefor, or

(*b*) Branch in which they have formerly held an appointment.

b. Issue and forward to each appointee a letter of appointment (fig. 2-3 or 2-4, as appropriate) and DA Form 71 (Oath of Office—Military Personnel).

(1) A signed oath of office is required for appointment in any component of the Army.

(2) The execution and return of the oath of office constitutes acceptance of appointment. No other evidence is needed or required. However, acceptance of an appointment may be "expressed" as by formal acceptance in writing or "implied" as by entering upon the performance of the duties of the office.

(3) An oath of office properly dated and signed by a Reserve officer of the Army and taken before a person believed qualified but actually unauthorized to administer oaths, is ineffective as an oath of office because of defective attestation. However, it is valid as an acceptance and will be recorded as such on all Army records. In such instances, a valid oath of office will be secured and will be dated as of the date actually accomplished. Both oaths will accompany the papers forwarded under the provision of paragraph 2-8*b*(1).

(4) When the appointment involves a warrant officer or enlisted member of the Active Army; enter in parentheses under appointee's address, the individual's current grade.

(2) The number of years, months, and days that individual has been actively engaged between the date of his admission to the bar of the highest court of a State of the United States or a Federal court and his appointment in the Judge Advocate General's Corps—

(*a*) In the practice of law.

(*b*) Teaching of law.

(*c*) Performance of judicial duties.

(*d*) In the full-time pursuit of graduate legal studies.

(*e*) In other appropriate professional activities as determined by The Judge Advocate General.

As an exception, for each year of professional experience in excess of 21 years, he will be given credit for only one-half "years of service in an active status."

★(3) The number of years, months, and days of active duty performed as a commissioned officer in any of the Armed Forces during the periods 16 September 1940 to 24 June 1948; 25 June 1950 to 27 July 1953; and 1 July 1958 to 28 March 1973.

d. "Years of service in an active status" in excess of the minimum required for the grade appointed will be credited as "promotion service" in the grade appointed. No periods of time will be used more than once in computing an officer's "years of service in an active status."

3-13. Applications. Applications under this section may include the results of an interview with a field grade officer of the Judge Advocate General Branch in lieu of the board interview required by chapter 4. In addition to the forms and allied papers required by chapter 2, applicants will submit the following documents:

a. A certified transcript of all college and law school grades in support of undergraduate and graduate degrees. Transcript should show, if practicable, the class standing of the applicant.

b. A statement from proper authority showing that the applicant has been admitted to private practice before the highest court of a State of the United States or a Federal court and that he is now a member of the bar thereof in good standing.

c. A statement from the applicant listing all legal experience. Legal experience may include governmental, judicial, teaching, private practice, and graduate legal studies. Each applicant will include—

(1) A list and brief description of important legal actions or other legal matters handled by him.

(2) If he has been in private practice, a general statement of the character thereof.

(3) If he has had Government or military legal experience, a description of his position and rating.

(4) If he has held judicial office, the extent of the jurisdiction of his court.

(5) If he has taught law, the subjects which he teaches, or has taught.

(6) If he has pursued graduate legal studies, a transcript of all courses completed, certified by an official of the school.

d. Letters based on personal acquaintance from not less than 3 disinterested judges, lawyers, or law school professors relative to the applicant's reputation and professional standing, the types of cases handled by him, and his ability, as an attorney, teacher, judge, or student.

e. Two copies of a recent photograph, head and shoulder type, 3″ x 5″ with the applicant's name on the reverse.

Section V. APPOINTMENT IN THE WOMEN'S ARMY CORPS

★**3-14. General.** This section prescribes the special requirements for the appointment of qualified women for assignment to the Women's Army Corps. The provisions of chapter 1 and 2 apply, except as otherwise indicated in this section.

★**3-15. Special requirements.** *a.* Each applicant must have a baccalaureate degree from an accredited American or foreign college or university recognized by the Department of Health, Education, and Welfare, Office of Education. Accredited American colleges and universities are listed in Education Directory, Higher Education, published by the Office of Education. Determination of whether a foreign college or university is a bona fide institution of higher learning as recognized by the Office of Education may be obtained from either the International Handbook of Universities published by the International Association of Universities in Paris or Commonwealth University year book, published annually by the Association of Universities of the British Commonwealth, London. Students may apply in their senior year

prior to date of graduation. The anticipated date of graduation will be entered under "remarks" on the application. A statement by an official of the university or college verifying the entry will be attached. Upon completion of degree requirements, the applicant will furnish the area commander a certificate of graduation *or a statement certifying that degree requirements have been satisfactorily completed,* signed by an appropriate official of the university or college for transmittal to the CDR, RCPAC, ATTN: AGUZ-PAD. If the applicant fails to graduate when scheduled, the CDR, RCPAC, ATTN: AGUZ-PAD, will be notified immediately.

b. For appointment and detail to an appropriate branch, such as the Judge Advocate General's Corps, requirements for the detail branch apply.

c. For appointment and concurrent active duty in the grade of first lieutenant, the applicant must have professional qualifications or supervisory experience in the fields of education, business, personnel management, public relations, or science.

d. Medical fitness requirements prescribed in chapter 2, AR 40-501, apply except that the minimum medical fitness standards will be those identified by a physical profile serial of 111221.

3-16. Grade. *a.* For appointment to fill vacancies in Ready Reserve troop program units.

(1) Initial appointments normally will be in the grade of second lieutenant.

(2) Applicants will apply for assignment to the WAC branch and concurrent detail to a combat support or combat service support branch. (See AR 10-6 and DA Pam 600-3.) Appointment will be in the grade authorized for comparable male applicants assigned to the same branch.

(3) Women who are otherwise qualified may be appointed to the Women's Army Corps in the highest grade in which they have previously served satisfactorily on active duty (other than for training).

b. For appointment and concurrent active duty.

(1) Appointments to meet WAC branch requirements normally will not be above first lieutenant.

(2) Applicants will apply for assignment to the WAC branch and concurrent detail to a combat support or combat service support branch. (See AR 10-6 and DA Pam 600-3.) Appointments will be in the grade authorized for comparable male applicants assigned to the same branch, but not above the grade of lieutenant colonel.

3-17. Applications. The following documents, in addition to those prescribed in chapter 2, will be furnished:

a. A recent photograph, head and shoulder type, approximately post card size. The applicant's name will appear on the reverse.

b. Transcript of college credits. Students applying prior to date of graduation will submit statement required by paragraph 3-15.

★*c.* Applications for concurrent active duty will include the following agreement:

> If appointed and ordered to active duty I agree to serve on active duty as an officer for a period of 3 years, including the time spent in attendance at the WAC officer orientation course and the basic course of the branch to which I am detailed. I understand that if I fail to satisfactorily complete these required courses my Reserve commission may be terminated.

d. Commanders receiving the application will obtain the following reports and letters of appraisal for inclusion with the allied papers. (When such reports and letters were secured prior to enlistment, they will be removed from the enlisted woman's file and be made a part of the application.)

(1) Letter of appraisal from Dean of College, Dean of Women, or other college official. Format is shown in figure 3-1.

(2) Letters of appraisal from last two employers (full or part time), using DD Form 370 (Request for Report from Employer, School, or Personal Reference). If applicant has no work experience, two letters of appraisal from school officials in addition to (1) above, will be submitted.

(3) Letters of appraisal from two residents of the applicant's home community.

e. A written statement from the applicant, outlining her reasons for desiring a commission in the Women's Army Corps.

f. Applicants for the Women's Army Corps with concurrent detail to the Judge Advocate General's Corps will furnish documents prescribed in paragraph 3-13 in addition to those prescribed in this section. Service agreement prescribed in *c* above will be modified to reflect an agreement by such applicants to serve 4 years.

3-18. Appointment with concurrent active duty. *a.* As an exception to paragraph 2-2*b*, applications for concurrent active duty from individuals not on active duty will be submitted to the commanding officer of a recruiting main station or oversea commander as appropriate, for action prescribed in paragraph 2-3*c*.

b. WAC officer applicants may be appointed prior to completion of a National Agency Check provided they sign a statement of understanding as shown in figure 3-2.

Section VI. APPOINTMENT OF PROFESSIONAL AND TECHNICAL PERSONNEL

3-19. General. This section provides for the appointment of professional and technical specialists as commissioned officers in the USAR. The categories for appointment under this section are listed in *a* through *bc* below. Chapters 1 and 2 will apply except as indicated in this section.

a. Archivist.

b. Aeronautical engineering.

c. Automotive engineering.

d. Bacteriology.

e. Biochemistry.

f. Biological sciences.

g. Business administration.

h. Chemical engineering and chemistry.

i. Civil engineering.

j. Education specialists.

k. Electrical accounting machine specialists.

l. Electrical engineering, including radio, television, and wire communications.

m. Electronic data processing systems specialists.

n. Entomology.

o. Fire prevention and firefighting.

p. Food technology (inspection, procurement, testing, research, and related subjects).

q. Geographers.

r. Geology, geophysics, and meteorology.

s. Geopolitical and area specialists.

t. Guided missile specialists.

u. Harbor craft specialists.

v. Health physicist.

w. Highway engineering and traffic.

x. Industrial specialists (engineering, management, and security).

y. Language and foreign liaison.

z. Law enforcement officials, administratory, and allied investigative specialists.

aa. Legal.

ab. Marine engineering.

ac. Mathematicians, statisticians, and physicists.

ad. Mechanical engineering.

ae. Metallurgical engineering.

af. Military historians.

ag. Mining engineering.

ah. Naval architectural.

ai. Nuclear specialists (nuclear physicist, radiological chemist, nuclear chemistry, nuclear engineering, and nuclear effects engineering, biophysics, and bioradiology).

aj. Parasitology.

ak. Penology.

al. Petroleum and natural gas engineering.

am. Pharmacology and toxicology.

an. Photographic (still, motion picture, television, and related subjects).

ao. Plant pathology.

ap. Plant physiology.

aq. Postal.

ar. Printing and reproduction.

as. Psychology.

at. Psychological warfare (journalism, international relations, psychology, and related subjects).

au. Public information, including field press censorship.

av. Purchasing storage, and distribution (logistics).

aw. Radar engineering.

ax. Railway service.

ay. Safety engineering.

az. Submarine diving.

ba. Traffic management.

bb. Zoology.

bc. Operations Research/Systems Analysis.

3-20. Branch. The branch of assignment for male applicants will be determined by the authority tendering appointment, based upon the qualifications of the applicant and the needs of the service. The branch for female applicants will be Women's Army Corps. Appointments will not be made for assignment in—

a. Armor.

b. Air Defense Artillery.

c. Field Artillery.

d. Infantry.

e. Chaplains.

f. Judge Advocate General's Corps.

g. Corps of the Army Medical Department.

h. Women's Army Corps (except in conjunction with concurrent detail to an appropriate branch, sec V applies).

i. Civil Affairs.

j. Staff Specialist.

3-21. Special requirements. *a.* In addition to the requirements of chapter 1, each applicant must possess the professional or technical ability required to perform the duties appropriate to the grade of appointment and branch of assignment.

b. For appointment to fill vacancies in the Reserve troop program, an applicant's service must be required and there must not be a qualified Reserve commissioned officer of the appropriate or lower grade available to fill the vacancy.

c. For appointment with concurrent active duty an applicant's services must be required to meet the needs of the Active Army.

d. Except as provided in *e* below, applicants must have graduated *with at least a baccalaureate degree* from an accredited college or university recognized by the Department of Health, Education, and Welfare, Office of Education, as listed in Education Directory, Higher Education, preferably with a major field of study closely related to the specialty serving as the basis for appointment and have at least the minimum number of years of full-time employment after receiving a bac-

c. Applicants requiring a waiver of conviction of any of the offenses listed in paragraph 1-6*a* (3)(*a*), (*b*), or (*c*), will not be permitted to appear before a Federal Recognition Board prior to granting of waiver. Request for waivers will be forwarded to CDR, RCPAC, ATTN: AGUZ-PAD.

3-29. Personnel eligible to be appointed. To become an officer of the ARNGUS, an individual must first be appointed and Federally recognized in the same grade in the Army National Guard. Such individual must also meet the security standards prescribed in paragraph 1-4*h*.

3-30. Applications. Applications for appointment as Reserve commissioned or warrant officers of the Army will be submitted in accordance with NGR 600-100 and NGR 600-101 respectively.

3-31. Notice of appointment. Letters tendering appointments as Reserve commissioned or warrant officers of the Army will be dated as of the date actually issued. As an exception, when an officer is granted Federal recognition based upon temporary Federal recognition, the appointment will be of the date issued, but will be considered to have been accepted on, and deemed to have been effective from the date of such temporary Federal recognition.

Section X. APPOINTMENT AS RESERVE WARRANT OFFICERS OF THE ARMY

3-32. General. This section prescribes special requirements for the appointment of Reserve warrant officers of the Army for service in the Army Reserve. Chapters 1 and 2 apply as provided in this section.

3-33. Special requirements. *a.* Personnel listed below qualifying for warrant officer MOS currently authorized in AR 611-112 or AR 611-113 may apply for appointment under this section. Qualifications for award of MOS may be acquired by previous training and experience or attendance at a technical course of instruction leading to qualifications for warrant officer appointment as indicated in DA Pam 351-4. Although Reserve enlisted personnel and Reserve officers are eligible for appointment under this regulation, acceptance of appointment as a Reserve warrant officer will automatically terminate any other Reserve status held by the individual concerned. Such persons serving on active duty will be appointed only as authorized in paragraph 1-2*b*(2).

(1) Enlisted personnel of the Reserve components of the Armed Forces.

(2) Enlisted personnel in the active military service of the Armed Forces provided they are ordered to concurrent active duty as warrant officers under the provisions of paragraph 1-2*b*(2).

(3) Former warrant officers currently in civilian status. Applicants applying under this section, if otherwise qualified, will not be subject to the requirements of paragraphs 1-2 and 1-4*a* if appointed within 1 year after date of last discharge as a warrant officer.

(4) Warrant officers in the active military service holding only temporary appointments, without component, may request appointment as a Reserve warrant officer at any time prior to release from active duty.

(5) Officers and former officers who qualify for warrant officer MOS.

(6) Qualified technical experts or specialists who are former members of any component of any US Armed Force or civilian with no military status.

b. Applications for Army attaché career warrant officers will be limited to individuals who meet the requirements of AR 611-60 and have been assigned and performed duties in any Army attaché office for a period of at least 6 months in a military or civilian status.

c. Applicants for the intelligence career fields must meet the requirements specified in AR 140-192.

d. Applicants for bandmaster must meet additional technical requirements. Evaluations are made in the following areas to determine the qualifications of each applicant:

(1) Civilian and service music education and experience.

(2) Knowledge of sound band management, to include the operation of concert bands, dance bands and ensembles.

(3) Conducting capabilities to include baton techniques, musicality of presentation, rehearsal techniques, podium presence, military bearing, and sound leadership characteristics.

(4) Technical capabilities, to include sight-singing, sight-reading, melodic dictation, harmonic dictation, aural and written harmony, arranging and knowledge of instrumentation. In those cases

where a definite evaluation cannot be made by a review of the application and allied papers, the CG, RCPAC, will direct that a technical examination be administered to the applicant by the bandmaster of the band at the CONUS Army headquarters or major oversea headquarters through which the applicant applied or at Headquarters, FORSCOM. All travel involved will be at the expense of the applicant.

(5) Personnel applying for Army Band Officer will include the following items with their applications and allied papers:

(*a*) Chronological listing of all military and civilian positions held to include specific scope of responsibilities.

(*b*) Representative list of programs of solos played or recitals given on major instruments for public performance.

(*c*) Representative list or programs of band numbers conducted in public performance.

★ Section XI. APPOINTMENT IN THE PHYSICIANS' ASSISTANT PROGRAM

3-34. General. Individuals possessing the necessary civilian-acquired skills who are selected for appointment under this program will be appointed warrant officers in the ARNGUS/USAR and awarded the MOS 911A. The Surgeon General is responsible for professional qualifications determination of personnel appointed under this program. AR 40-48 outlines the functions and utilization of physicians' assistants.

3-35. Eligibility. Applicants selected for this program must—

a. Be a graduate of a Type A, physicians' assistant to the primary care physician, program accredited by the American Medical Association. Duration of the program from which graduated must not be less than 20 months. Waivers for programs of less than 20 months' duration may be granted by The Surgeon General based on the professional merits of the applicant.

b. Have successfully completed the National Board of Medical Examiners certifying examination for physicians' assistants, Type A.

c. Be eligible for appointment as a warrant officer in accordance with chapters 1 and 2.

3-36. Application. Applicants will include evidence of successful completion of the National Board of Medical Examiners certifying examination for physicians' assistants, Type A, and an official copy of transcript. Applications will be processed through command channels to HQDA(SGPE-PD), WASH DC 20314. Applications for nonunit Individual Ready Reserve (IRR) members will be addressed through the Commander, RCPAC, ATTN: AGUZ-PAD, 9700 Page Boulevard, St. Louis, MO 63132, to HQDA(SGPE-PD) WASH DC 20314.

Dear Dean_____

_____, (a student, former student) at your institution, has applied for a commission in the Women's Army Corps.

If_____ is selected to begin a career as an officer in the Women's Army Corps, she will, after 18 weeks of intensive training, asume an administrative position with responsibilities far greater than usual for women of the same age and experience. She will be responsible for molding the lives of young women and will exert a strong force of good or ill. She may be called upon to represent our country overseas.

Wherever she goes and whatever she does, she will be conspicuous as a citizen, as a member of the United States Army and as a woman.

Because we recognize the high cost to both the individual and to the US Government in failing a woman who does not meet the standards of the Women's Army Corps, we shall greatly appreciate your sincere and thoughtful appraisal of_____.
Name

Your recommendation is of great importance in the selection process. Since there are many similarities between the life of an officer and that of an individual working in the field of student personnel, we feel you are in a particularly good position to weigh the qualifications of this applicant.

Sincerely,

Incl

Figure 3-1. Letter to Deans of colleges and universities requesting information on WAC applicants.

Name_____

I. After reading the cover letter, rate above applicant on the qualities listed below, using the following scale:

0	1	2	3	4	5
Inadequate	Marginal	Below Average	Average	Above Average	Exemplary

..... 1. Has flexibility necessary to adjust rapidly to new or changing situations.

..... 2. Has a genuine liking for people and is able to work in harmony with them.

..... 3. Is able to analyze problems logically regardless of obstacles, and take necessary and appropriate action.

..... 4. Has the understanding and appreciation of the viewpoint of others which would make her an asset to her own country and overseas.

..... 5. Possesses enough self-awareness to know her own strengths and weaknesses and to build on them.

..... 6. Is able to express herself clearly and concisely orally and in writing.

..... 7. Recognizes the necessity and value of giving the same faithful and willing support to both superiors and subordinates and has the strength to do so.

..... 8. Is able to function creatively within a prescribed framework.

..... 9. Acquires knowledge and grasps concepts readily.

..... 10. Makes the best of her appearance.

II. Based upon your ratings in Part I and any other characteristics considered appripriate, discuss briefly.

1. Particular strengths possessed by the woman:

2. Those areas in which the woman still needs to improve:

III. Check one:

Would you:

..... prefer to have this woman on your staff?

..... be willing to have this woman on your staff?

..... prefer not to have this woman on your staff?

_____
(Signature)

Figure 3-1—Continued.

STATEMENT OF UNDERSTANDING FOR APPOINTMENT AS A COMMISSIONED OFFICER

I understand that my appointment as a commissioned officer in the United States Army Reserve is being accomplished prior to completion of required National Agency Check and Federal Bureau of Investigation Name Check.

I further understand that if as a result of completion of the post-commissioning investigative processes I am determined unacceptable for appointment as a commissioned officer, I will be discharged from the United States Army Reserve and that I will receive an Honorable Discharge Certificate.

---------- 19--

(Signature)

(Name typed)

(Social security number)

★*Figure 3-2. Statement for applicants for appointment in the WAC or Chaplain Branch who are being appointed prior to completion of National Agency Check.*

CHAPTER 4

EXAMINING BOARDS

4-1. Appointment. ★*a.* Area commanders will appoint boards of officers to examine applicants for appointments when required. Boards will consist of an uneven number of members of not less than three. All members should be of field grade if available. Officers in grade of captain may be used when a sufficient number of field grade officers are not available. In any event, members of the board must be serving in a grade equal to or higher than that under consideration. At least one member of the board must be of the branch for which the applicant is applying. Two members will be from the Active Army and, where possible, from the Regular Army. The member designated as president will be from the Active Army and will be the senior member. A commissioned officer Army aviator will be included as a member of the board when considering applicants for appointment with assignment in an aviation commissioned officer SSI or warrant officer MOS. A rated aviation warrant officer may be used in lieu thereof if a commissioned officer is not available. Waiver of this requirement may be granted when a rated Army aviator is not accessible. A warrant officer of the speciality for which applicant is applying will be appointed to serve as a technical adviser (with vote) to examining board members when interviewing a warrant officer applicant. A commissioned officer with a SSI related to that of the specialty for which the applicant is applying may be appointed to serve as a technical adviser (with vote) when it is determined that an appropriate warrant officer is not available within a reasonable commuting distance and the substitute officer has the means and is willing to travel the distance involved. Authority to appoint boards may be delegated as follows:

(1) Installation commanders for applicants being considered for appointment in grades of major and below.

(2) Commanders of General Officer Commands and US Army Reserve Commands for applicant being considered for appointment in grade of lieutenant colonel if applicant held a previous appointment as a commissioned officer in the Armed Forces.

(3) Recruiting main stations for applicants being considered for appointment in the Women's Army Corps and concurrent active duty. Such boards will be appointed from recruiting main station personnel if practicable.

★(4) The Defense Attaché will examine applicants for appointment with concurrent active duty as Attaché Technical Assistants, MOS 961A. Personnel serving at isolated stations with less than three commissioned officers assigned will be examined by the Defense Attaché and the Attaché Technical Assistant using DA Form 6225. These applications will be further examined by a board of MI officers appointed by the Chief, Military Intelligence Branch, HQDA (DAPC-OPF-M).

(5) Installations commanded by a general officer will normally appoint boards to consider applications from personnel on active duty with the Army who are applying for concurrent active duty. When the installation is not commanded by a general officer, the application will be forwarded to the next higher headquarters in the normal chain of command. Installation commanders having general court-martial convening authority may appoint boards when it is determined an applicant is not within a reasonable commuting distance of the examining board.

(6) The US Army Military District of Washington will appoint boards for those applications as prescribed in paragraph 2-2*b*(8).

b. Boards will be convened as close as practicable to the location of the individual concerned.

c. Boards will be appointed and proceedings conducted in accordance with AR 15-6 and this regulation.

4-2. Notification to applicants. *a.* Upon receipt of the examining board of applications and allied papers required by the regulations under which individuals are applying for appointment, the president of the board will notify the applicants of the time and place of appearance before the board. Travel and other expenses incurred by applicants

not on active duty will not be chargeable to the Government.

b. Applicants will be so scheduled that, so far as practicable, no one need spend more than 1 day at the examining place.

c. When possible, applicants for the same branch will be scheduled in sequence so that the board member of that branch may sit without interruption.

d. When necessary, the applicant will be advised in advance of any additional information desired by the board or required by regulations to correct or complete an application.

4-3. Army Aptitude Area GT, Officer Candidate Test (OCT), and Officer Qualification Inventory (OQI). When required (para 1-4*c*), the Arithmetic Reasoning (AR) and the Verbal (VE) components of the Army Classification Battery (ACB) which produce a GT aptitude area score, the OCT, and the OQI will be administered. The test examiner will provide for a written statement showing the date and place test was administered, title and form of test, and score attained. Only those applicants attaining the required score will be authorized to continue with the examination.

4-4. Biographical information. Except as provided in paragraph 4-6*b*, the Board will administer WAC OCS Biographical Information test (DA Form 6215) for WAC applicants, or Officer Qualification Inventory (OQI), (DA Form 6263) for male applicants. Test components are listed in DA Pam 310-8. The board will not score test (para 2-3*c*(5)(a)).

4-5. Interviewing. Except as provided in paragraph 4-6*b*, the board will interview each applicant prior to having access to applications or allied papers. Instructions for conducting and recording results of the interview are listed in DA Pam 310-8.

a. For WAC applicants: WAC Officer Candidate Applicant Interview (Interview Record) (DA Form 6220).

b. For male applicants: Officer Leadership Board Interview (Interview Record) OLB-1 (DA Form 6227).

4-6. Appraisal of experience. *a. Applicants without prior commissioned officer service.* After interview, a rest period will be given the applicant while the board considers the application and allied papers. The board will then question the applicant on personal history, training, and experience to supplement the facts shown in the application and allied papers. This questioning will be led by the board member of the branch concerned. Technical competence will be inferred from the applicant's history and the impression made on the board during the interview. Each member of the board will make an individual, independent appraisal of the applicant on one of the forms listed in (1) and (2) below (original only). The word "civilian" will be substituted for "military" on the form listed in (1) below when the applicant is applying from civilian life and has not had military experience. When the applicant is considered better qualified for a branch other than the one applied for, the board may recommend such assignment.

(1) For commission applicants, except for Chaplain and Judge Advocate General Branches, use Interview Appraisal Sheet M (DA Form 6224).

(2) For warrant officer, Chaplain, and Judge Advocate General Branch applicants, use Interview Appraisal Sheet S (DA Form 6225). (This form will be modified to indicate warrant officer application when appropriate.)

b. Applicants with prior commissioned officer service. In recognition of commissioned or former commissioned officer status, board action will be limited to appraisal of experience. The board will examine the application and allied papers, question the applicant, and complete individual appraisal sheets in accordance with *a* above. Area commanders may waive this requirement when board action is not deemed necessary.

4-7. Disclosure of board action. *No applicant or any other unauthorized person will be advised of the recommendations of the examining board, nor will an applicant be given access to any of the material used by the board. The applicant will be informed that regardless of the board's recommendation, appointment is subject to satisfactory test scores and decision of the appointing authority; and that appointments will be based on overall qualifications and the requirements of the military service.*

4-8. Disposition of records. *a.* The board will forward the following papers through channels to the area commander concerned for action:

(1) Report of proceedings of the board of officers.

★(2) Copy of the Disposition Form (DA Form 2496) or military letter appointing the board.

(3) Application and allied papers for each applicant.

(4) Test score statement, when required by paragraph 4-3.

(5) DA Form 6215-1 (WAC OCS Biographical Information Blank (Answer Sheet)), or DA Form 6263-1 (Officer Qualification Inventory (Answer Sheet) OQI-1), as appropriate.

★(6) DA Form 6220 or DA Form 6227, as appropriate, completed by each board member for each applicant.

(7) DA Form 6224 or DA Form 6225, as appropriate, completed by each board member for each applicant.

b. A statement substantially as follows will be included in the board report when applicable:

This correspondence is marked FOR OFFICIAL USE ONLY solely because of the addition of Exhibits ---------- through ----------. When these exhibits are removed, protective markings will be canceled.

S/S Ch6 28 Apr 77 AR 135-100

JOINT MESSAGEFORM							SECURITY CLASSIFICATION UNCLASSIFIED		
PAGE	DRAFTER OR RELEASER TIME	PRECEDENCE ACT	PRECEDENCE INFO	LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY DATE – TIME	MONTH	YR
01 OF 02	231643Z	MAIL			UUUU		101810Z	MAR	77
BOOK NO	MESSAGE HANDLING INSTRUCTIONS								

FROM: DA STL MO //AGUZ-RPP-PR//

TO: ALL HOLDERS OF ID OF AR 135-100 Rec'd 4/1/77

UNCLAS

SUBJECT: Interim Change to AR 135-100 (Army National Guard and Army Reserve - Appointment of Commissioned and Warrant Officers of the Army)

1. This interim change is being distributed through publications pinpoint distribution system to all holders of AR 135-100, in accordance with DA Form 12-9A block _____. Pending revision of AR 135-100, 17 March 1972, and by order of the Secretary of the Army, subject regulation is changed as follows and is effective immediately.

2. Paragraph 2-1, page 2-1, is superseded as follows:

2-1. Applications and allied papers. Applications for appointment will include the following documents, except as indicated in r through t below:

3. Subparagraph 2-1r, page 2-2, is amended by adding the phrase "During a time of induction" at the beginning of the subparagraph.

4. Subparagraph 3-8f, page 3-3, is added to read:

f. Applicants for appointment as chaplains may be appointed prior to completion of a National Agency Check provided they sign a statement of understanding as shown in figure 3-2.

6 5 4 3 2 1 0

DISTR:

0

DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE	SPECIAL INSTRUCTIONS
Mr. Perry MilPersMgtSp AGUZ-RPP-PR X7371	
RELEASER: TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE: JAMES F. MONAHAN, LTC, GS, ASST ADJ	
SIGNATURE: James Monahan	SECURITY CLASSIFICATION: UNCLASSIFIED / DATE TIME GROUP

DD FORM 1 DEC 70 173 REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED. ☆U.S.GPO:1976-0-665-697/1034

JOINT MESSAGEFORM							SECURITY CLASSIFICATION UNCLASSIFIED		
PAGE	DRAFTER OR RELEASER TIME	PRECEDENCE ACT	PRECEDENCE INFO	LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY DATE – TIME	MONTH	YR
02 OF 02	231643Z	MAIL			UUUU		101810Z	MAR	77
BOOK NO	MESSAGE HANDLING INSTRUCTIONS								

FROM:

TO:

5. Figure 3-2, page 3-15, is amended by changing the statement at the bottom of the figure to read:

Figure 3-2. Statement for applicants for appointment in the WAC or Chaplains Branch who are being appointed prior to completion of National Agency Check.

6
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DISTR:

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DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE	SPECIAL INSTRUCTIONS	
RELEASER: TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE		
SIGNATURE	SECURITY CLASSIFICATION UNCLASSIFIED	DATE TIME GROUP

DD FORM 1 DEC 70 173 REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED. ☆U.S.GPO:1976-0-665-697/1034

S/S Ch 6 28 Apr 77
AR 135-100

JOINT MESSAGEFORM							SECURITY CLASSIFICATION UNCLASSIFIED		
PAGE	DRAFTER OR RELEASER TIME	PRECEDENCE ACT	PRECEDENCE INFO	LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY DATE – TIME	MONTH	YR
01 OF 03	101448Z	MAIL			UUUU		191811Z	NOV	76
BOOK NO	MESSAGE HANDLING INSTRUCTIONS								

FROM: DA STL MO //AGUZ-RPP-PR//

TO: ALL HOLDERS OF ID OF AR 135-100

Rec'd 12/13/76

UNCLAS

SUBJECT: Interim Change to AR 135-100

1. This interim change is being distributed through publications pinpoint distribution system to all holders of AR 135-100, in accordance with DA Form 12-9A block ___. Pending revision of AR 135-100, 17 March 1972, and by order of the Secretary of the Army, subject regulation is changed as follows and is effective immediately.

2. Subparagraph 2-1h, page 2-2, is amended by changing "MOS" to read "MOS/SSI".

3. Subparagraph 2-2b(4), page 2-4, is amended by changing Zip Code "20314" to read "20310".

4. Subparagraph 2-3a(3), page 2-5, is amended by changing "MOS" to read "MOS/SSI".

5. Paragraph 2-6, page 2-6, first sentence is superseded as follows: When sufficient applications have been received, an announcement will be made to delete a specific branch, SSI or MOS from the active duty procurement program.

6. Subparagraph 2-7d, page 2-7, is amended by changing "HQDA (DAPC-OPD)" to read "HQDA (DAPC-OP)".

DISTR:

DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE	SPECIAL INSTRUCTIONS
Mr. Perry MilPersMgtSp AGUZ-RPP-PR X7371	
RELEASER TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE: WALLACE W. NOLL, COL, GS, DIR, RCPD	
SIGNATURE: Wallace W. Noll	SECURITY CLASSIFICATION: UNCLASSIFIED / DATE TIME GROUP

DD FORM 1 DEC 70 173 REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED. ☆U.S. GPO:1976-0-665-697/1034

JOINT MESSAGEFORM							SECURITY CLASSIFICATION UNCLASSIFIED		
PAGE	DRAFTER OR RELEASER TIME	PRECEDENCE ACT	PRECEDENCE INFO	LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY		
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BOOK NO	MESSAGE HANDLING INSTRUCTIONS								

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TO:

7. Figure 2-3, page 2-11, paragraph 4 is amended by changing "MOS" to read "SSI".

8. Subparagraphs 3-6b; 3-6b(4); 3-7c; 3-8a and 3-8d, page 3-3, are amended by changing "MOS 0001" to read "SSI 00A56".

9. Subparagraph 3-8c, page 3-3, is amended by changing Zip Code "20314" to read "20310".

10. Subparagraph 3-25b, page 3-10, is amended by changing "MOS" to read "SSI".

11. Paragraph 3-27, page 3-10, is superseded as follows:

3-27. Specialist categories for appointment. Appointment may be made in the Staff Specialist Branch for the following SSI:

Proponent Agency	Title	SSI
Chief of Chaplains (DACH-PEP)	---Duty unassigned (divinity student or seminarian)-------	00A56
MILPERCEN (AG Branch, DAPC-OPG-A)	---Selective service officer----------	41B
MILPERCEN (AG Branch, DAPC-OPG-A)	---Appropriate Speciality Instructor (Teaching methods)----------	

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MILPERCEN (AG Branch, DAPC-OPG-A) --- Appropriate Speciality Instructor---------- (Physical Science)

MILPERCEN (AG Branch, DAPC-OPG-A) --- Appropriate Speciality Instructor---------- (English)

MILPERCEN (AG Branch, DAPC-OPG-A) --- Appropriate Speciality Instructor---------- (Social Science)

---------- Other----------

As determined by CG, RCPAC based upon the professional and technical qualifications and overall value to the service on an individual case.

12. Subparagraph 4-1a, page 4-1, ninth sentence is superseded to read: "A commissioned officer Army aviator will be included as a member of the board when considering applicants for appointment with assignment in an aviation commissioned officer SSI or warrant officer MOS". Thirteenth sentence is amended by changing "MOS" to read "SSI".

13. Subparagraph 4-1a(4), page 4-1, is amended by changing "HQDA (DAPC-OPD-MI)" to read "HQDA (DAPC-OPF-M)".

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AR 135-100 S/S Ch 6 28 Apr 77

JOINT MESSAGEFORM						SECURITY CLASSIFICATION UNCLASSIFIED			
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01 OF 02	021438Z	MA	IL		UUUU		091312Z	NOV	76
BOOK NO	MESSAGE HANDLING INSTRUCTIONS								

FROM: DA STL MO //AGUZ-RPP-PR//

TO: ALL HOLDERS OF ID OF AR 135-100

Rec'd 12/1/76

UNCLAS

SUBJ: Interim Change to AR 135-100

1. This interim change is being distributed through publications pinpoint distribution system to all holders of AR 135-100, in accordance with DA Form 12-9A block ____. Pending revision of AR 135-100 and Change 5 dated 8 September 1976 and by order of the Secretary of the Army, subject regulation is changed as follows and is effective immediately.

2. Paragraph 2-5, page 2-6, is amended to read:

2-5. Resubmission. Previous nonselection does not bar an individual from submitting another application, provided the individual is otherwise medically, morally, and professionally qualified at the time of submission. Individuals who are not selected may not reapply earlier than 1 year after date of previous application. Individuals may reapply earlier when additional pertinent qualifications have been acquired or vacancies for which individual has not been considered are announced subsequent to submission of last application. Warrant officer applications . . . initiated for consideration.

DISTR:

DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE	SPECIAL INSTRUCTIONS
Mr. Perry MilPersMgtSp AGUZ-RPP-PR X7371	
RELEASER TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE: JAMES F. MONAHAN, LTC, GS, ASST ADJ	
RELEASER SIGNATURE: James F. Monahan	SECURITY CLASSIFICATION: UNCLASSIFIED / DATE TIME GROUP

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BOOK NO	MESSAGE HANDLING INSTRUCTIONS								

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TO:

3. Subparagraph 3-17c, page 3-7, is amended by changing "a period of 2 years" to read: "a period of 3 years".

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DD FORM 1 DEC 70 173 REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED. ☆ GPO: 1971 431-071/1137

SIS Ch. 6 28 Apr 77

JOINT MESSAGEFORM

SECURITY CLASSIFICATION: UNCLASSIFIED

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01 OF 02	271603Z	MAIL			UUUU			051447Z	OCT	76

BOOK NO

MESSAGE HANDLING INSTRUCTIONS

FROM: DA STL MO //AGUZ-RPP-PR//

TO: ALL HOLDERS OF ID AR 135-100

UNCLAS

SUBJ: Interim Change to AR 135-100

1. This interim change is being distributed through publications pinpoint distribution system to all holders of AR 135-100, in accordance with DA Form 12-9A block _____. Pending revision of AR 135-100, 17 March 1972, and by order of the Secretary of the Army, subject regulation is changed as follows and is effective immediately.

2. Subparagraph 1-4h(1), page 1-3, is superseded as follows:

(1) Army area commanders or commanders initially receiving the application, as appropriate, will insure that the following files are screened, with favorable results before tendering appointment.

3. Subparagraph 1-4h(1)(b), page 1-3, is superseded as follows:

(b) Files of the US Army Investigative Reports Repository (USAIRR), Fort Meade, MD will be screened on all non-prior service applicants for appointment with concurrent active duty and all prior service applicants for concurrent active duty when there has been a break in service greater than one year dating from the individual's last period of service or there is no

DISTR:

DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE: Mr. Perry MilPersMgtSp AGUZ-RPP-PR X7371

SPECIAL INSTRUCTIONS

RELEASER: TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE: JAMES F. MONAHAN, LTC, GS, ASST ADJ

SIGNATURE: James Monahan

SECURITY CLASSIFICATION: UNCLASSIFIED

DATE TIME GROUP

DD FORM 1 DEC 70 173 REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED.

☆ GPO: 1971 431-071/1137

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FROM:

TO:

record of a security clearance in the individual's personnel file. Applicants for appointment without concurrent active duty will be screened as indicated in (2) below.

4. Subparagraph 1-4h(2)(a), page 1-3, is superseded as follows:

(a) There has not been a break in service greater than one year dating from the individual's last period of service, and

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by a counterpart of Aptitude Area GT, as shown in tables 1–2, unless excepted therefrom under (2) above. If available, records of scores will be forwarded by the custodian of the applicant's personnel records to the commander of the Army installation processing the application. If required test scores are not available, arrangements will be made to administer the verbal and arithmetic tests of the Army Classification Battery at the Army installation processing the application. Aptitude Area GT scores will be computed in accordance with the instructions contained in DA Pam 611–100. The test control officer will submit the test results to the commander processing the application.

d. Education. Each applicant must—

(1) Have demonstrated understanding and proficiency in the English language. Applicants whose mother tongue is other than English will be carefully examined by the board to insure that their command of the English language is sufficient to enable them to perform as officers.

(2) For appointment as a commissioned officer, be a graduate of a high school or school of comparable level, or pass the General Education Development Test (high school level or higher) and meet any additional requirements for specific branches.

(3) For appointment as a warrant officer, have sufficient education and practical experience to insure satisfactory performance of duties of the classification for which application is made.

e. Character. Each applicant must be of good moral character.

f. Leadership. Applicants must possess qualifications as potential leaders and have the ability to deal effectively with people. Such qualifications may be evaluated in terms of the applicant's background and experience.

g. Medical.

(1) Medical requirements are prescribed in AR 140–120 and in chapter 2 and paragraph 7–15, AR 40–501.

(*a*) *For flight training.* A Type B medical examination as prescribed in chapter 10 and appendix IX, AR 40–501, to meet class 1A flying duty medical fitness standards in chapter 4, AR 40–501.

(*b*) *For continuance of aviation duty.* A Type B medical examination as prescribed in chapter 10 and appendix IX, AR 40–501, to meet class II flying duty medical standards prescribed in chapter 4, AR 40–501.

(*c*) *For all other personnel.* A Type A medical examination as prescribed in chapter 10 and appendix IX, AR 40–501, to meet medical fitness standards prescribed in chapter 3, AR 40–501.

(2) The area commander will process medical examinations and waivers as follows:

(*a*) Forward class 1A flying duty medical examinations to HQDA (DASG–HES) Washington, DC 20314, for review. Waivers will not be granted.

(*b*) Designate flight surgeons or aviation medical officers to review all class II and class III flying duty medical examinations. Individual cases of questionable or controversial nature may be forwarded direct to HQDA (DASG–HES) Washington, DC 20314, for review.

(*c*) Take action on all other reports of medical examinations.

h. Security requirements.

(1) Army area commanders will insure that the following files are screened, with favorable results before tendering appointment.

(*a*) Military Personnel Records Jacket, US Army (DA Form 201). If available, screen the equivalent file for other Armed Forces applicants.

(*b*) Files of the US Army Investigative Records Repository (USAIRR), Fort Meade, MD, will be screened on all applicants for appointment with concurrent active duty. Applicants for appointment without concurrent active duty will be screened as indicated in (2) below.

★(2) USAIRR files will not be screened if evidence indicates a previous favorable National Agency Check (NAC) provided—

(*a*) Service has been continuous, and

(*b*) Screening of the DA Form 201 is favorable.

(3) When suitability information is contained in the USAIRR files the area commander will establish boards to—

(*a*) Evaluate such information.

(*b*) Determine whether information should be submitted to the CG, RCPAC as a possible bar to appointment.

★(4) When a USAIRR file check reveals no record of a NAC having been completed, a new NAC is not required provided a final security clear-

ance has been granted, service has been continuous for the past 5 years, and screening of the DA Form 201 is favorable.

(5) A cryptographic clearance is required for each applicant for assignment to Army Securities Specialties. Applicants for appointment with assignment to Military Intelligence Branch will be informed that background investigation and final clearance may take up to 12 months. All applicants for Military Intelligence except those for MOS 963A, PW Interrogator, must be declared eligible for access to Special Intelligence. A background investigation is required for all alien personnel prior to their appointment as officers in the USAR.

(6) USAIRR files will always be screened on applicants from one of the other Armed Forces.

(7) Waivers of above requirements will not be granted, except as outlined in paragraph 3-18.

i. Examining boards. Applicant must appear before an examining board as prescribed in chapter 4, except those individuals applying under paragraph 1-5*c*(4)(*b*) and 1-5*c*(5) and 1-5*e*(2), and as otherwise provided for in this regulation or in regulations governing specific appointments.

1-5. Ineligibles. The following persons are not eligible for appointment unless waiver is authorized under the provisions of paragraph 1-6:

a. Conscientious objectors, except those classified by Selective Service as 1-A-O who volunteer for noncombat service with concurrent active duty. See paragraph 2-1*j* for statement required for such applicants.

b. Persons who have been adjudged youthful offenders or have a record of convictions by any type of military or civil court, excluding minor traffic violations involving a fine or forfeiture of $50 or less and excluding action taken under Article of War 104 or Article 15, Uniform Code of Military Justice.

c. Persons dropped from the rolls or released from active duty, or separated from any component of the Armed Forces of the United States for any of the following reasons:

(1) Under other than honorable conditions. If, upon appeal, an individual's discharge was changed to separation "under honorable conditions," he is not eligible for appointment solely because of such change. The change in the character of discharge does not alter the official record of the individual's service. Appointment will be tendered or refused, based upon the facts and merit of the individual case.

(2) For unsatisfactory service.

(3) Resignation for the good of the service in lieu of court-martial, elimination, or any form of disciplinary or corrective action.

(4) Commissioned officers having been twice passed over for promotion or otherwise released from active duty or active status because of failure to be promoted to a higher commissioned grade except—

(*a*) Individuals in this category are eligible to apply for appointment as warrant officer USAR if otherwise qualified.

(*b*) A Regular Army officer with less than 20 years of active Federal service who is discharged because of failure, after second consideration, to be selected for RA promotion, or who voluntarily resigns prior to discharge from the RA may apply to CDR, RCPAC, ATTN: AGUZ-PAD, 9700 Page Blvd., St. Louis, MO 63132, for a Reserve commission. If it is determined applicants can be utilized in a Reserve status, they may be appointed in active Reserve status without regard to the limitations in paragraph 1-2, or, if desired, they may request concurrent transfer to the retired Reserve. Appointments will be tendered only to former RA officers whose overall record of previous performance indicates they have a high degree of potential for service in the Reserve components.

(5) USAR warrant officers having been twice passed over for AUS or USAR promotion to a higher warrant officer grade are ineligible for appointment as commissioned officers or warrant officers. A Regular Army warrant officer with less than 20 years of active Federal service who is discharged because of failure, after second consideration, to be selected for promotion, or who voluntarily resigns prior to discharge therefor, may apply to CDR, RCPAC, ATTN: AGUZ-PAD, for a Reserve warrant. If it is determined that the applicant can be used in a Reserve status during mobilization, he may be appointed in an active Reserve status without regard to the limitations in paragraph 1-2, or if he desires, he may request concurrent transfer to the retired Reserve. However, personnel so appointed will not be brought to active duty under any pro-

CHAPTER 2

PROCESSING

2-1. Applications and allied papers. Applications for appointment will include the following documents, except as indicated in *s* and *t* below:

a. DA Form 61 (Application for Appointment) in triplicate.

(1) When submitted under section VI, chapter 3, the specialty for which applying will be shown below in Item 32.

(2) Individuals currently holding any other USAR status will include a statement in Item 32 that they understand their present Reserve status will be vacated by acceptance of appointment.

(3) Individuals serving in oversea commands will include in Item 32 the scheduled date of return to CONUS or rotation to another location in an oversea command.

★(4) When submitted under section V, chapter 3—

(*a*) Applicant will indicate WAC in branch preferences and in addition will include three other preferences from the combat support and combat service support branches.

(*b*) Item 32 will include a statement that the individual understands that, if accepted for appointment, her application for branch detail is not a commitment by the Army or the individual, and that branch detail selections are made in accordance with the Army's needs and the individual's qualifications.

b. Documentary evidence of educational qualifications. Consolidated transcripts of college and university study will be signed by an official of the institution attended. Photostatic or true copies are acceptable.

c. DD Form 398 (Statement of Personal History) in duplicate.

d. Forms required for completion of personnel security investigation as specified in AR 381-130. Applications for appointment and concurrent active duty will include a statement that a National Agency Check or other investigation of broader scope has been initiated (date initiated) or that such investigation has been conducted previously, with identifying date.

e. Standard Form 88 (Report of Medical Examination) will be prepared in duplicate and Standard Form 93 (Report of Medical History) will be prepared in original only. If a previous medical examination is valid under AR 40-501, a new medical examination will be required only if the appointing authority has reason to question the medical fitness of the applicant, or if the applicant requests an examination. Any applicant drawing a pension, disability compensation, or retirement pay must undergo a medical fitness examination regardless of how recently his last medical examination was completed. Applicants, except members of the other Armed Forces, applying for appointment with concurrent active duty will not be required to undergo a medical examination until notification is received from the CG, RCPAC, of selection for appointment. Applicants for appointment without concurrent active duty will not be required to undergo medical examinations until selected for appointment.

f. Additional information required for appointment in Military Intelligence and Military Police Corps.

(1) Applications for Military Intelligence Branch with concurrent active duty will, without regard to any prior investigation completed, include five copies of DD Form 398 (Statement of Personal History) with all applicable items completed as prescribed in AR 381-130 and record of prior clearances entered on the last page of DD Form 398 from personnel records; two copies of FD Form 258 (Fingerprint Card): DD Form 1584 (Department of Defense National Agency Check Request); and two full length photographs approximately post card size.

(2) Applications for Military Intelligence Branch without concurrent active duty will include the documents prescribed in AR 140-192 and AR 614-103.

(3) Applications for appointment as a warrant officer in the Military Police Corps will include documents prescribed in AR 195-3.

g. Photostatic copy of DA Form 152 (Certificate of Completion of Course) when required.

h. DA Form 160 (Application for Active Duty) in duplicate, when applying for concurrent active duty. Individuals who are members of the other

Armed Forces when applying for MOS requiring completion of specific Army courses must indicate in Item 13 (Remarks) completion of equivalent formal instruction within the specific area. Applications must contain evidence indicating courses completed and scope of instruction.

i. A signed statement will be furnished by former conscientious objectors expressing abandonment of such beliefs so far as they pertain to their willingness to bear arms and to give full and unqualified military service to the United States and agreeing that they will not apply for separation by reason of conscientious objection during the period of their contracted agreement.

j. A statement by a conscientious objector applying for appointment in the Chaplains Branch or a corps of the Army Medical Department (except Veterinary Corps) to the effect that he conscientiously objects to combat service but is willing to perform full and unqualified service as a Chaplain or officer of the Army Medical Department (except Veterinary Corps). Conscientious objectors applying under the provisions of this paragraph must possess a Selective Service classification of no higher than 1-A-0 (as opposed to I-O).

k. Members of Reserve components not on active duty, of the Navy, Air Force, Marine Corps, Coast Guard, and Public Health Service, must submit a conditional release obtained through official channels. Members of the other Armed Forces (except US Coast Guard) on active duty will be accepted and processed without statement of conditional release from the losing service. Applications from members of the US Coast Guard must be accompanied by a conditional release or a copy of a request for such release.

l. A statement from the State adjutant general that a member of the ARNG or ARNGUS applying for appointment, if tendered an appointment, will be separated from his National Guard status.

m. Non-prior-service male applicants under 26 years of age who have not previously incurred a service obligation under the Military Selective Service Act of 1967 will complete Certificate of Acknowledgement and Understanding of Service Requirements for Individuals Applying for Appointment (DA Form 3574) in triplicate.

n. Prior-service applicants appointed following a break in service, female applicants and non-prior-service applicants over 26 years of age will complete Certificate of Acknowledgement and Understanding of Service Requirements for Individuals Applying for Appointment (DA Form 3575) in triplicate.

o. An individual not a citizen of the United States by birth will submit a statement as shown in figure 2-2. Children born of an American parent or parents outside the United States acquire citizenship through the parent or parents. Citizenship verification of persons born abroad of an American parent or parents will be made in one of two ways:

(1) Presentation of a Certificate of Citizenship (Form N-600) issued by the Immigration and Naturalization Service. To preclude a future challenge to their claim of citizenship, applicants not having this document should be advised to make application at the nearest office of the Immigration and Naturalization Service.

(2) Presentation of an authenticated copy of Department of State Form 240 (Report of Birth Abroad of a Citizen of the United States of America). This form is also referred to as the Consular Report of Birth. Applicants may obtain this document from the Authentication Officer, Department of State, Washington, DC 20520.

p. The following signed statement from an applicant requesting concurrent active duty with assignment as a Chaplain who may not because of the provisions of title 10, U.S.C. 3848, be able to qualify for retirement under 10 U.S.C. 3911. This statement is not required for those individuals who cannot qualify for retirement under 10 U.S.C. 3911 prior to attaining age 60.

I understand that, because of my age, the possibility of my becoming entitled to military retirement benefits under existing legislation is contingent upon the passage of future events which are not accurately predictable at this time.

q. Applicants will complete a chronological listing of all civilian employment and degree of responsibility at each position.

r. A statement by applicants who are enlisted members of the Reserve components of the Armed Forces and who have completed 6 months active duty or an initial tour of ADT acknowledging that if their induction is caused by failure to participate satisfactorily in required training, they will

be ineligible for active duty as an officer or warrant officer and their commission or warrant will be terminated.

s. In lieu of formal application the following may request appointment in letter form:

(1) Regular Army officers applying for USAR appointment concurrent with Regular Army resignation.

(2) Individuals currently serving on active duty as officers of the other Armed Forces when applying for appointment with concurrent active duty as prescribed in AR 614-120.

(3) Warrant officers applying under paragraph 3-33*a*(3) and (4), and former officers under paragraph 3-33*a*(5) when applying within 1 year from date of discharge. Such applicant must meet requirements of paragraph 1-4*g*.

(4) USAR officers applying for appointment in another branch or grade. Such applicants must furnish documentary evidence of educational level as required for the branch and any additional forms, documents, or information as required by other regulations or the section of those regulations governing the particular branch. In addition, a current medical examination as prescribed in AR 140-120 is required.

(5) Regular Army officers eligible to apply for Reserve appointments as commissioned officers, without concurrent active duty, effective upon date after discharge.

t. For members of the National Oceanic and Atmospheric Administration applying under paragraph 1-5*e*, the forms required by *a*, *c*, *d*, and *f* above.

u. Name in which appointed. Ordinarily, applicants will be appointed in the name reflected in a birth, baptismal, citizenship, or naturalization certificate, or court order authorizing a change of name. An individual may be appointed at his request, in the name by which he is known in his community, provided the assumption of that name was not for fraudulent purposes.

(1) An applicant desiring to be appointed in a name as indicated above will be required to submit a written request for name change. The signatures of two individuals who can attest to the truth of the applicant's request must also be furnished. The statement of these individuals should read "The attached information is true to the best of my knowledge and belief." The statement must be dated and signed, current addresses (including ZIP codes) must be given, and the relationship to the applicant must be indicated. It is preferable that the witnesses include the applicant's natural parents, stepparents, or legal guardian. In appropriate cases, the witnesses may include reliable members of the community, such as school officials, clergy, close relatives, and neighbors.

(2) In appropriate cases, the DD Form 369 (Police Record Check) should be accomplished reflecting both the name as recorded on one of the official documents indicated above, and the name assumed by the individual.

v. A copy of enlisted applicant's DA Form 20 (Enlisted Qualification Record) will accompany the application. Applicants who are members of the Air Force, Navy, Marine Corps, or US Coast Guard will submit a copy of the equivalent form used by the parent service.

w. Individuals with more than 17 years of active Federal service who apply for appointment as a warrant officer with concurrent active duty must complete the following statement:

I, _____, hereby volunteer to remain on active duty for a period of 3 years in warrant officer status subsequent to my appointment and/or call to active duty. I understand that my retention on active duty during this period is subject to the normal release provisions outlined in AR 635-100. I further understand that I may not be voluntarily retired prior to completion of this service obligation.

x. A statement signed by a responsible official from one of the other Armed Forces that a favorable NAC (para 1-4*h*) exists on an individual serving on active duty with that Armed Force will be accepted by the Department of the Army. The statement must indicate the date and by whom the NAC was completed. Certification by the applicant is not acceptable.

y. All applications from female applicants for appointment in the USAR as commissioned or warrant officers will include a statement of marital status and number and ages of dependents under 18 years of age. In addition to the above information, all female applicants will sign and submit the following statement:

I understand that if I am selected for appointment and/or active duty that I will be expected to accept such assignments as are in the best interest of the service regardless of my marital status and/or responsibility for

dependents; and that it is my responsibility to make appropriate arrangements for the care of my dependents should I be required to perform duty in an area where dependents are not permitted.

z. A recent photograph, full length, approximately postcard size, with the applicant's name on the reverse, will accompany the applications of all personnel requesting appointment as a warrant officer with concurrent active duty.

2-2. Submission of application. Applications for appointment will be submitted and processed under this chapter, except that applicants for appointment under chapter 3 must meet special requirements outlined in that chapter. Applications for appointment in the Army Nurse Corps and the Army Medical Specialist Corps will be guided by AR 601-139 and applicants for appointments in the other corps of the Army Medical Department by AR 135-101. No command or headquarters, except that conducting the evaluation board (para 2-3*c*(4)(*c*)) will hold an application beyond 5 working days. Applications will be submitted as follows:

a. For appointment with assignment to Army Reserve troop program units, mobilization designee table of distribution vacancies and Ready Reserve Reinforcement vacancies—

(1) Through the unit commander for enlisted and warrant officer members of active Reserve units.

(2) Through the commander of the unit where assignment is requested for individuals not members of the Army Reserve.

(3) Through the commanding officer of the unit where applicant is assigned for duty when individual is currently on active duty.

(4) Through the CDR, RCPAC, ATTN: AGUZ-PAD or the oversea area commander, as appropriate, for applicants who are nonunit members of the Ready Reserve or members of the Standby Reserve.

(5) Through the Army commander for Ready Reserve Reinforcement vacancies except those submitted through (4) above.

(6) Through the Army commander to the CDR, RCPAC, ATTN: AGUZ-PAD for applicants to fill Mobilization Designee table of distribution vacancies.

b. For appointment with concurrent active duty.

(1) USAR personnel who are members of a troop program unit will submit applications through the unit commander direct to the appropriate area commander. Nonunit USAR personnel will submit applications direct to CDR, RCPAC, ATTN: AGUZ-PAD or appropriate oversea area commander.

(2) ARNGUS personnel will submit applications through normal Army National Guard channels to the appropriate State adjutant general who will forward the approved applications to the appropriate area commander.

(3) Individuals from civilian status will submit applications direct to the appropriate area commander.

(4) Applications for appointment in the Chaplains Branch will be forwarded by the applicant direct to HQDA (DACH-ZA) WASH DC 20314.

★(5) Personnel on active duty with any of the other armed forces will submit applications to the commander having custody of their personnel records who will forward the applications to the appropriate area commander.

(6) Applications from Air Force members who are OSI agents will be forwarded through AF District Offices to the Directorate of Special Investigations (AFISIM) for indication of date the applicant can be made available if selected. Applications will be forwarded by the Director of Special Investigations direct to CRD, RCPAC, ATTN: AGUZ-PAD, 9700 Page Boulevard, St. Louis, MO 63132.

(7) Personnel on active duty with the Army will submit applications to the commander having custody of their personnel records who will forward the applications through installation commander direct to the CDR, RCPAC, ATTN: AGUZ-PAD.

(8) Personnel who are on active duty with the Army and assigned to activities in the District of Columbia but are not within a geographic area of responsibility of an installation commander will submit their applications for processing to the Commander, US Army Military District of Washington, Fort Lesley J. McNair, Washington, DC 20319.

2-3. Processing of application. *a.* The commander initially receiving the application will—

(1) Review application for completeness and

determine applicant's administrative eligibility to apply for appointment.

(2) Return application if applicant does not meet the basic administrative prerequisites for appointment, giving the reasons for rejection.

(3) Include the following statement, signed by the unit commander, in forwarding indorsement when the application is to fill a vacancy in troop program unit:

Appropriate position vacancy exists in this unit in the grade of_____ and MOS of_____, TDA/TOE_____, paragraph_____ and line number_____, branch_____. There is no qualified officer assigned to this unit, including overstrength status, or any other qualified Reserve officer assigned to the IRR available for this position. This position will be held open for this applicant pending action by higher headquarters. I desire the assignment of the applicant to this organization.

(4) See AR 140-192 and AR 614-103 for actions required in processing applications for Military Intelligence without concurrent active duty.

(5) Forward applications of qualified applicants with appropriate recommendation, through any intermediate commanders to the area commander concerned.

★(6) Process applicants for appointment under paragraph 2-2*b* (7) or (8) with authority to appoint examining boards (para 4-1*a* (5) or (6)). The application will be processed in accordance with *c* (1) through (9) below.

b. Intermediate commanders will—

(1) Review application and allied papers and indorse to the area commander.

(2) Indicate availability or nonavailability of qualified officer for position vacancies named in statement required by *a*(3) above.

(3) Return applications when the applicant does not meet the basic administrative prerequisites or when errors are found that cannot be corrected without referring the application to the originator or to his unit of assignment.

c. Area commanders will—

(1) Review applications for correctness and determine eligibility of each applicant.

(2) Return application if—

(*a*) Applicant does not meet the basic administrative prerequisites for appointment, giving the reasons for rejection.

(*b*) Errors or omissions are found that cannot be corrected within the area command headquarters.

(3) Refer applications that meet administrative prerequisites to the respective general or special staff section within headquarters for technical review.

(4) When an applicant has been determined eligible and recommended by the staff section—

(*a*) Initiate action to obtain security requirements as prescribed by paragraph 1-4*h*. Applicants, except members of the other Armed Forces applying for concurrent active duty will not require action as prescribed in paragraph 1-4*h*, until receipt of notification from CG, RCPAC that application is approved.

(*b*) Arrange for a Type A medical examination as prescribed by chapter 10 and appendix IX, AR 40-501 for applicants who are members of the other Armed Forces and concurrent active duty is requested.

(*c*) Refer application to the president of an examining board for action as provided in chapter 4, except as otherwise provided in this regulation or regulations governing the specific appointment. Instruct the boards to advise all applicants that their application will be processed as expeditiously as possible. Telephonic and written inquiries requesting status of an application only delay the processing. The processing and forwarding of all cases will be expedited to the greatest extent possible. Objective should be to complete board action within the 2-week period immediately following receipt of application.

(5) Upon receipt of examining board report—

(*a*) Have scores computed for applicant's biographical information blank, interview record, and appraisal sheet (para 4-4, 4-5, and 4-6).

(*b*) Have a composite score computed for WAC applicants.

(6) Review the entire applicable record, including report of board proceedings and National Agency Check and determine applicant's administrative eligibility and professional acceptability.

(7) Notify rejected applicants, furnishing the specific reason for rejection.

(8) Tender appointments to qualified applicants when delegated authority.

(9) Forward applications, with appropriate

recommendations, requiring approval of HQDA to CDR, RCPAC, ATTN: AGUZ-PAD.

2-4. Status reports and station changes. *a.* Commanders will report change in status to include unfavorable personnel actions which may influence application.

b. Applicants will immediately report any change in status or station to the agency processing the application.

c. CG, RCPAC will notify the applicant and area commander by electrical message where applications are approved for concurrent active duty.

d. Applicants who are informed of tentative selection will be advised that they should not expend personal funds or make any other permanent plans in connection with their appointment until they have executed their oath of office.

★**2-5. Resubmission.** Warrant officer applications requesting appointment with concurrent call to active duty may be withdrawn by individual request through channels, after having been received at HQDA, for the purpose of submitting information concerning a significant change in qualifications (i.e., attainment of an MOS-related academic degree, change of grade, and/or completion of an MOS-related resident military school course of at least 8 weeks). To reapply for a warrant officer appointment, the requested MOS must be announced open for procurement (para 1-2*b*(2)) and a new application must be initiated for consideration.

2-6. Discontinue procurement. When sufficient applications have been received an announcement will be made to delete a specific branch or MOS from the active duty procurement program. Qualified and interested individuals should submit their applications as soon as possible after announcement of the procurement program. Applications should be submitted with the understanding that they will be returned without further processing at any time procurement requirements no longer exist.

2-7. Appointment procedures. Upon approval of an application the appointing authority will—

a. Assign officers to an appropriate branch.

(1) The branches for applicants who are not on active duty will be determined by their qualifications and the vacancies which they are to fill, or in accordance with (2) below.

(2) Former commissioned officers of any of the Armed Forces of the United States on active duty in the Army in a warrant officer or enlisted status, if qualified, will be given the option of accepting appointment in the—

(*a*) Branch in which they have been assigned or detailed, provided they are qualified therefor, or

(*b*) Branch in which they have formerly held an appointment.

b. Issue and forward to each appointee a letter of appointment (fig. 2-3 or 2-4, as appropriate) and DA Form 71 (Oath of Office—Military Personnel).

(1) A signed oath of office is required for appointment in any component of the Army.

(2) The execution and return of the oath of office constitutes acceptance of appointment. No other evidence is needed or required. However, acceptance of an appointment may be "expressed" as by formal acceptance in writing or "implied" as by entering upon the performance of the duties of the office.

(3) An oath of office properly dated and signed by a Reserve officer of the Army and taken before a person believed qualified but actually unauthorized to administer oaths, is ineffective as an oath of office because of defective attestation. However, it is valid as an acceptance and will be recorded as such on all Army records. In such instances, a valid oath of office will be secured and will be dated as of the date actually accomplished. Both oaths will accompany the papers forwarded under the provision of paragraph 2-8*b* (1).

(4) When the appointment involves a warrant officer or enlisted member of the Active Army; enter in parentheses under appointee's address, the individual's current grade.

(5) When credit for service in an active status based on education and experience is used to determine grade eligibility at the time of appointment, the number of years, months, and days credited will be indicated after "D" on the letter of appointment.

(6) An oath of office executed with reservations of any nature or modification will not be recorded as an acceptance. If the individual does not desire to execute an oath without reservations, the appointment will be canceled.

c. If the individual fails to reply within 90 days or not in sufficient time to comply with orders for concurrent active duty, unless for justifiable reasons, notify the appointee of withdrawal of the appointment and request return of documents forwarded to the individual.

d. Major commanders will notify HQDA (DAPC–OPD) (appropriate control branch), Alexandria, VA 22332, of all selected officers not ordered to active duty, including the reason therefor. The CDR, RCPAC, ATTN: AGUZ–PAD, will be notified when selected applicants are not tendered an appointment or when the appointment is not accepted.

e. The oath of office will not be executed prior to date of entry on active duty when the appointment is for concurrent active duty and the appointee is currently serving in the active Armed Forces. When an appointment is contingent upon satisfactory completion of prescribed schooling, the oath of office will not be executed prior to date of graduation.

f. If the appointee declines the appointment, the letter of appointment and allied papers, together with the letter of declination, will be forwarded to the CDR, RCPAC, ATTN: AGUZ–PAD, when HQDA is the appointing authority.

2–8. Disposition of appointment documents. *a.* Upon receipt of DA Form 71, the appointing authority will—

(1) Record the officer's date of acceptance on letter of appointment.

(2) For all original appointments, forward an officer's commission (DD Form 1A), or warrant officer's commission (DA Form 1290). The date of the individual's acceptance will be shown on the commission or warrant as the date of appointment. DA Pam 600–2 (The Armed Forces Officer) will also be forwarded to commissioned officers.

b. The appointing authority will take the following action:

(1) Forward the following documents, *in the order shown,* to HQDA (DAPC–PAR) Alexandria, VA 22332, when appointment is for concurrent active duty, and to the CDR, RCPAC, ATTN: AGUZ–RMD, for all other appointments.

(*a*) One copy of the letter of appointment.

(*b*) DA Form 71.

(*c*) Original DA Form 61.

(*d*) Original SF 88.

(*e*) Original DD Form 1584 when appropriate.

(*f*) Original DD Form 398.

(*g*) Original DA Form 160, when applicable.

(*h*) Original DA Form required by paragraph 2–1*m* or *n* as applicable.

(2) File copies of the records indicated in (1) (*a*), (*c*), (*d*), (*e*), (*f*), and (*h*) above with a copy of the SF 93 in the Military Personnel Records Jacket or Health Record, as appropriate. AR 640–10 governs the identification of documents filed in the Military Personnel Records Jacket. For officers appointed with concurrent active duty, these records will be forwarded to the first duty station of the individual. For individuals appointed from an Active Army status, forward the records to the commanding officer of the individual's unit. For all other appointees records will be forwarded to the appropriate commander or the CDR, RCPAC, ATTN: AGUZ–RMD.

c. The authority tendering appointment will establish necessary procedure to notify the appropriate State adjutant general or the losing service of the acceptance by their members of appointment as Reserve commissioned or warrant officers of the Army. Notification will contain sufficient information for the losing agency to identify the individual involved. Forward a copy of the letter of appointment to HQDA (DAMO–IAZ) Wash, DC 20310, when appointment is made for assignment to the Civil Affairs Branch.

d. The area commander will forward a letter as outlined in figure 2–5 to each officer initially commissioned in the USAR who is not ordered to concurrent active duty or who is not serving on active duty in any status.

e. The report of the examining board and related papers will be disposed of as prescribed in AR 340–18–7. Answer sheets (DA Form 6215–1) for the WAC Biographical Information Blank will be forwarded to the US Army Behavior and Systems Research Laboratory, Room 239, Commonwealth Building, 1320 Wilson Boulevard, Arlington, VA 22209. Original documents belonging to each applicant will be returned when they have served their purpose.

2–9. Commissions and warrants. Stocks of DD Form 1A and DA Form 1290 will be obtained from AG publications channels. Appointing authorities will safeguard these forms at all times and protect them from mutilation during mailing.

2-10. Army Reserve appointments by grade, branch, and source (DA Form 2490), Reports Control Symbol AG-632. *a. Purpose.* This report is required by law (10 U.S.C. 3353(d)). In addition, it will be used in evaluating the Reserve component policies and as a source of furnishing appointment data to responsible agencies.

b. Preparing agencies. Appointment authorities are responsible for preparing and submitting this report for each calendar year. Report will be dispatched in single copy to the CDR, RCPAC, ATTN: AGUZ-PAD, not later than 5 workdays following the end of the calendar year.

★*c. Forms.* Report will be submitted on DA Form 2490 which will be obtained from AG Publications channels.

DEPARTMENT OF THE ARMY
HEADQUARTERS _____ ARMY
(Address)

Date_____

SUBJECT: Appointment as a Reserve Commissioned Officer of the Army Under Title 10 United States Code, Section 591 and Section 593

TO:

A:
B:
C:
D:

1. The Secretary of the Army has directed that you be informed that by direction of the President, you are appointed a Reserve commissioned officer of the Army, effective upon your acceptance, in the grade and with the social security number shown in the address above. Your branch and component are shown after A above.

2. This appointment is for an indefinite term.

3. Execute the inclosed form for oath of office and return promptly to this headquarters, ATTN: Your execution and return of the oath of office constitutes your acceptance of appointment. Prompt action is requested since cancellation of this appointment is required if acceptance is not received within 90 days, or as otherwise prescribed. Upon receipt of the properly executed oath of office a commission (DD Form 1A) will be forwarded to you. If you do not desire to accept appointment, return this letter with your statement of declination thereon.

4. Your primary MOS is shown after B (when applicable). The Army Regulations pertaining to your appointment are shown after C. If you have been credited with "years of service in active status," the number of years, months, and days is shown after D (applies only to Chaplains, medical personnel, and the Judge Advocate General's Corps). This service is not valid for basic pay entry date (see paragraph 10102, DODPM for Medical and Dental Corps personnel) and it is not the result of prior military service.

5. After acceptance of this appointment, any change in your permanent home address or a temporary change of address of more than 30 days duration will be reported by you to the custodian of your military personnel records.

FOR THE COMMANDER:

1 Incl
DA Form 71

SIGNATURE BLOCK

Date of acceptance _____.

(*Note.* To be entered on all copies not furnished the applicant.)

The following paragraph will be added when the appointment is with concurrent active duty:

6. Failure to comply with active duty orders will result in cancellation of this appoinment.

Figure 2-3. Letter of appointment, Reserve commissioned officer.

DEPARTMENT OF THE ARMY
HEADQUARTERS _____ ARMY
(Address)

DATE_____

SUBJECT: Appointment as a Reserve Warrant Officer of the Army Under Title 10, United States Code, Section 591 and Section 597

TO: A:
B:

1. By order of the Secretary of the Army you are appointed as a Reserve warrant officer of the Army effective upon your acceptance, in the grade and with the social security number shown in the address above.

2. This appointment is for an indefinite term.

3. Execute the inclosed form for oath of office and return promptly to this headquarters, ATTN: Your execution and return of the oath of office constitutes acceptance of your appointment. Prompt action is requested since cancellation of this appointment is required if acceptance is not received within 90 days, or as otherwise prescribed. Upon receipt of the properly executed oath of office, a warrant (DA Form 1290) will be forwarded to you. If you do not desire to accept the appointment, return this letter with your statement of declination thereon.

4. The component to which you will be assigned after your appointment becomes effective is shown after A above. Your primary MOS is shown after B.

5. After acceptance of this appointment, any change in your permanent home address or a temporary change of address of more than 30 days duration will be reported by you to the custodian of your military personnel records.

FOR THE COMMANDER:

1 Incl
DA Form 71

SIGNATURE BLOCK

Date of acceptance _____.

(*Note*. To be entered on all copies not furnished the applicant).

The following paragraph will be added when the appointment is with concurrent active duty.

6. Failure to comply with active duty orders will result in cancellation of this appointment.

Figure 2-4. Letter of appointment, Reserve warrant officer.

Chief of Chaplains will verify ecclesiastical indorsements prior to appointment.

b. Applicants for initial appointment in the grade of second lieutenant with assignment to the Staff Specialist Branch, MOS 0001 (Divinity Student) must meet the following:

★(1) Present consolidated transcript of a minimum of 120 semester hours of undergraduate credits completed in a school as described in *a*(1)(*a*) above.

(2) Present ecclesiastical approval from recognized denominational indorsing agency.

★(3) Present a statement from the registrar of a graduate theological seminary, or other graduate school as described in *a*(1)(*b*) above that the applicant is either enrolled as a full-time student or has been accepted for the next entering class.

(4) Applicant must sign the following statement and attach it to DA Form 61:

If appointed in the grade of second lieutenant, USAR, MOS 0001 (Divinity Student) for assignment to the Staff Specialist Branch, I agree to apply for and accept a commission as first lieutenant, USAR, with assignment to the Chaplains Branch, within 3 years of graduation from seminary and ordination. I further agree to serve a minimum period of 3 consecutive years active duty if the Department of the Army requires my services.

3-7. Grade. *a*. Appointment will not made in the grade of second lieutenant, except as provided in *c* below, or in general officer grades.

b. Appointment may be made in the following grades:

(1) Applicants without prior commissioned service above the grade second lieutenant—first lieutenant. Applicants initially appointed under this authority will be credited with 3 years service in an active status.

(2) Reserve officers or former officers, including chaplains of any of the Armed Forces—in a grade corresponding to the last grade held.

(3) Reserve officers or former officers of the Armed Forces who have previously served sufficient time in grade to qualify for mandatory consideration for promotion to the next higher grade—in the higher grade.

c. Individuals (para 3-6*b*) may be appointed as second lieutenants with assignment to the Staff Specialist Branch, MOS 0001, until such time as they become eligible for appointment as first lieutenant in the Chaplains Branch, without regard to quotas. An individual, when appointed first lieutenant, will be credited with 3 years service in an active status exclusive of the years, months, and days served in the grade of second leiutenant, Staff Specialist Branch, USAR, as a divinity student.

★3-8. Applications. *a*. Applicants for the Chaplain Branch and/or the Staff Specialist Branch (divinity student) will not be required to appear before an examining board except as directed by Headquarters, Department of the Army. Individuals applying for grades above second lieutenant will furnish the documents indicated below and those required by chapter 2. Individuals holding appointments as second lieutenants, Staff Specialist Branch, with MOS 0001, need not submit transcript of undergraduate studies or forms required by chapter 2 other than DA Form 61, SF88, and SF93.

(1) *Senior theological students.*

(*a*) Transcript and statement of registrar as specified in paragraph 3-6*a*(1)(*c*).

(*b*) Conditional ecclesiastical indorsement as specified in paragraph 3-6*a*(2)(*f*).

(2) *Other applicants.*

(*a*) A consolidated transcript of undergraduate and graduate work.

(*b*) Ecclesiastical indorsement.

b. Individuals applying for the grade of second lieutenant will furnish the papers required by chapter 2 and the additional documents specified in paragraph 3-6*b*.

c. Ecclesiastical approval, conditional indorsements, or ecclesiastical indorsement will be forwarded direct to HQDA (DACH-ZA) WASH, DC 20314, by the applicant or the denominational indorsing agency. Area commanders are authorized to forward applications and allied papers to the CDR, RCPAC, without these documents when application is for appointment without concurrent active duty.

d. When a second lieutenant assigned to the Staff Specialist Branch, MOS 0001 (Divinity Student) fails to qualify for appointment as first lieutenant with assignment to Chaplains, action will be taken as prescribed in AR 135-175.

e. Applicant will furnish two copies of a recent photograph, head and shoulder type, 3″ x 5″, with his name printed on the reverse side.

★3-9. Verification of ecclesiastical and educa-

tional qualifications. *a.* The area commander will forward the application and allied papers of favorable considered applicants to the CDR, RCPAC, ATTN: AGUZ-PAD.

b. The CG, RCPAC, will secure verification of the ecclesiastical and educational qualifications of the applicant and return the application and allied papers to the area commander with a statement that the applicant does or does not meet ecclesiastical and educational requirements.

Section IV. APPOINTMENT IN THE JUDGE ADVOCATE GENERAL'S CORPS

3-10. General. This section prescribes the special requirements for appointment of male personnel in the Judge Advocate General's Corps. Qualified women attorneys may apply for the Women's Army Corps with detail to the Judge Advocate General's Corps as prescribed in section V.

3-11. Special requirements. Each applicant for assignment in the Judge Advocate General's Corps must meet the following requirements in addition to those shown in chapter 1.

a. Graduate of a law school approved by the American Bar Association, with a professional degree. Waiver of law school will be considered in accordance with paragraph 1-6*a*(5), only when the applicant possesses unique professional experience as determined by The Judge Advocate General.

b. Admitted to practice and have membership in good standing of the bar of the highest court of a State of the United States or a Federal court.

c. Actively engaged in the practice of law, the teaching of law, or in judicial office for a minimum period of 2 years immediately preceding the effective date of appointment. The 2-year period may be reduced, on the following basis, for periods of military service (if not otherwise creditable against the practice requirement):

(1) Full credit for periods of active military service.

(2) Half credit for periods of service (other than active duty) in the Ready Reserve in a Reserve component of the Armed Forces. Waiver of this requirement will be considered in accordance with paragraph 1-6*a*(5) only in the case of outstanding applicants whose services are desired for immediate active duty. An individual whose application is disapproved because of failure to satisfy the 2-year practice requirement may reapply when eligible without regard to the provisions of paragraph 2-5.

3-12. Grade. *a.* A person may be appointed in the grade of first lieutenant through colonel for assignment to the Judge Advocate General's Corps. He may be appointed—

★(1) In the highest grade (or comparable grade) held satisfactorily in the Judge Advocate General's Corps, or in an assignment corresponding to an assignment in the Judge Advocate General's Corps, while on active duty in any of the Armed Forces, while in an active status in the Army Reserve, or while in the Federally recognized Army National Guard, or—

(2) In the highest grade for which he can qualify as a result of education and experience as set forth in *c* below. For appointments without concurrent active duty, applicants must have completed at least 2 years practice of law, teaching of law, or in judicial office, before any remaining credit for education or experience is applied toward grade determination. A combination of 2 years of law practice, teaching of law, or in judicial office, and military service pursuant to paragraph 3-11*c* may be used in lieu of 2 years practice of law.

b. When the grade is determined by credit for education and experience in accordance with *c* below, such credit will be considered equivalent to the number of years in an active status for appointment in following grades:

Years of service in an active status	*Grade*
3 years or more, but less than 7 years	first lieutenant.
7 years or more, but less than 14 years.	captain.
14 years or more, but less than 21 years.	major.
21 years or more, but less than 23 years.	lieutenant colonel.
23 or more years	colonel or lieutenant colonel as determined at Headquarters, Department of the Army.

c. Credit for education and experience will be computed as follows:

(1) Three "years of service in an active status" for graduation from a law school which has been approved by the American Bar Association; and

★(2) Applicants will apply for assignment to the WAC branch and concurrent detail to a combat support or combat service support branch. (See AR 10-6 and DA Pam 600-3.) Appointment will be in the grade authorized for comparable male applicants assigned to the same branch.

(3) Women who are otherwise qualified may be appointed to the Women's Army Corps in the highest grade in which they have previously served satisfactorily on active duty (other than for training).

b. For appointment and concurrent active duty.

(1) Appointments to meet WAC branch requirements normally will not be above first lieutenant.

★(2) Applicants will apply for assignment to the WAC branch and concurrent detail to a combat support or combat service support branch. (See AR 10-6 and DA Pam 600-3.) Appointments will be in the grade authorized for comparable male applicants assigned to the same branch, but not above the grade of lieutenant colonel.

3-17. Applications. The following documents, in addition to those prescribed in chapter 2, will be furnished:

a. A recent photograph, head and shoulder type, approximately post card size. The applicant's name will appear on the reverse.

b. Transcript of college credits. Students applying prior to date of graduation will submit statement required by paragraph 3-15.

★*c.* Applications for concurrent active duty will include the following agreement:

If appointed and ordered to active duty I agree to serve on active duty as an officer for a period of 2 years, including the time spent in attendance at the WAC officer orientation course and the basic course of the branch to which I am detailed. I understand that if I fail to satisfactorily complete these required courses my Reserve commission may be terminated.

d. Commanders receiving the application will obtain the following reports and letters of appraisal for inclusion with the allied papers. (When such reports and letters were secured prior to enlistment, they will be removed from the enlisted woman's file and be made a part of the application.)

(1) Letter of appraisal from Dean of College, Dean of Women, or other college official. Format is shown in figure 3-1.

(2) Letters of appraisal from last two employers (full or part time), using DD Form 370 (Request for Report from Employer, School, or Personal Reference). If applicant has no work experience, two letters of appraisal from school officials in addition to (1) above, will be submitted.

(3) Letters of appraisal from two residents of the applicant's home community.

e. A written statement from the applicant, outlining her reasons for desiring a commission in the Women's Army Corps.

f. Applicants for the Women's Army Corps with concurrent detail to the Judge Advocate General's Corps will furnish documents prescribed in paragraph 3-13 in addition to those prescribed in this section. Service agreement prescribed in *c* above will be modified to reflect an agreement by such applicants to serve 4 years.

3-18. Appointment with concurrent active duty. *a.* As an exception to paragraph 2-2*b*, applications for concurrent active duty from individuals not on active duty will be submitted to the commanding officer of a recruiting main station or oversea commander as appropriate, for action prescribed in paragraph 2-3*c*.

b. WAC officer applicants may be appointed prior to completion of a National Agency Check provided they sign a statement of understanding as shown in figure 3-2.

Section VI. APPOINTMENT OF PROFESSIONAL AND TECHNICAL PERSONNEL

3-19. General. This section provides for the appointment of professional and technical specialists as commissioned officers in the USAR. The categories for appointment under this section are listed in *a* through *bc* below. Chapters 1 and 2 will apply except as indicated in this section.

a. Archivist.

b. Aeronautical engineering.

c. Automotive engineering.

d. Bacteriology.

e. Biochemistry.

f. Biological sciences.

g. Business administration.

h. Chemical engineering and chemistry.

i. Civil engineering.

j. Education specialists.

k. Electrical accounting machine specialists.

l. Electrical engineering, including radio, television, and wire communications.

m. Electronic data processing systems specialists.

n. Entomology.

o. Fire prevention and firefighting.

p. Food technology (inspection, procurement, testing, research, and related subjects).

q. Geographers.

r. Geology, geophysics, and meteorology.

s. Geopolitical and area specialists.

t. Guided missile specialists.

u. Harbor craft specialists.

v. Health physicist.

w. Highway engineering and traffic.

x. Industrial specialists (engineering, management, and security).

y. Language and foreign liaison.

z. Law enforcement officials, administratory, and allied investigative specialists.

aa. Legal.

ab. Marine engineering.

ac. Mathematicians, statisticians, and physicists.

ad. Mechanical engineering.

ae. Metallurgical engineering.

af. Military historians.

ag. Mining engineering.

ah. Naval architectural.

ai. Nuclear specialists (nuclear physicist, radiological chemist, nuclear chemistry, nuclear engineering, and nuclear effects engineering, biophysics, and bioradiology).

aj. Parasitology.

ak. Penology.

al. Petroleum and natural gas engineering.

am. Pharmacology and toxicology.

an. Photographic (still, motion picture, television, and related subjects).

ao. Plant pathology.

ap. Plant physiology.

aq. Postal.

ar. Printing and reproduction.

as. Psychology.

at. Psychological warfare (journalism, international relations, psychology, and related subjects).

au. Public information, including field press censorship.

av. Purchasing, storage, and distribution (logistics).

aw. Radar engineering.

ax. Railway service.

ay. Safety engineering.

az. Submarine diving.

ba. Traffic management.

bb. Zoology.

bc. Operations Research/Systems Analysis.

3–20. Branch. The branch of assignment for male applicants will be determined by the authority tendering appointment, based upon the qualifications of the applicant and the needs of the service. The branch for female applicants will be Women's Army Corps. Appointments will not be made for assignment in—

a. Armor.

b. Air Defense Artillery.

c. Field Artillery.

d. Infantry.

e. Chaplains.

f. Judge Advocate General's Corps.

g. Corps of the Army Medical Department.

h. Women's Army Corps (except in conjunction with concurrent detail to an appropriate branch, sec V applies).

i. Civil Affairs.

j. Staff Specialist.

3–21. Special requirements. *a.* In addition to the requirements of chapter 1, each applicant must possess the professional or technical ability required to perform the duties appropriate to the grade of appointment and branch of assignment.

b. For appointment to fill vacancies in the Reserve troop program, an applicant's service must be required and there must not be a qualified Reserve commissioned officer of the appro-

priate or lower grade available to fill the vacancy.

c. For appointment with concurrent active duty an applicant's services must be required to meet the needs of the Active Army.

d. Except as provided in *e* below, applicants must have graduated *with at least a baccalaureate degree* from an accredited college or university recognized by the Department of Health, Education, and Welfare, Office of Education, as listed in Education Directory, Higher Education, preferably with a major field of study closely related to the specialty serving as the basis for appointment and have at least the minimum number of years of full-time employment after receiving a baccalaureate degree in a position directly related to the degree as indicated below:

Grade	*Years experience*
Second lieutenant	one
First lieutenant	three
Captain	six
Major	twelve

e. Each year of graduate education in the field for which the applicant is being considered may be counted as a year of qualifying experience. Experience in an allied field of specialization acceptable to Headquarters, Department of the Army may be considered in computing minimum qualifying experience.

(1) For service in the Military Railway Service and for duty as Postal specialists, 4 years of qualifying experience may be substituted in lieu of graduation from a recognized college.

(2) For service in harbor craft units, the following may be substituted in lieu of graduation from a recognized college.

(*a*) Possession of license required for a civilian ship officer in the American Merchant Marine and issued in accordance with the general rules and regulations of the Board of Supervisory Inspectors of the Merchant Marine Inspection Service, the United States Coast Guard, or the Bureau of Marine Inspection and Navigation.

(*b*) A diploma or record of graduation from the Merchant Marine Academy.

(*c*) A United States Power Squadron Certificate as a navigator.

(3) For assignment of a postal specialist, the following is required.

(*a*) Experience in an administrative, executive or supervisory capacity in the United States Post Office Department, or—

(*b*) Experience in the Military Postal Service as a warrant officer or noncommissioned officer in grade E-5 or higher. A minimum of 1 year of such experience is required for the grade of second lieutenant; 3 years for the grade of first lieutenant, and 5 years for the grade of captain.

f. Military education.

(1) Applicants who are appointed under this section *may* be granted equivalent credit by Headquarters, Department of the Army, for military education *as shown below. Figure 2-3, letter of appointment, will be modified to include this information when applicable.*

Grade to which appointed	
Second lieutenant	None.
First lieutenant	None.
Captain	Officer Branch Basic Course.
Major	Fifty percent of the total credit hours of the Officer Branch Career Course.
Lieutenant colonel	Officer Branch Career Course.
Colonel	Officer Branch Career Course.

(2) Area commanders will insure that individuals enroll in and pursue satisfactorily the appropriate course to qualify themselves for promotion and retention.

3-22. Grade. Initial appointments are authorized in the grades indicated in paragraph 3-21, in recognition of advanced professional or technical experience and training. Appointment may be made in grades up to and including the grade of colonel when an individual possesses outstanding qualifications critical to military requirements.

Section VII. APPOINTMENT FOR ASSIGNMENT IN THE CIVIL AFFAIRS BRANCH

3-23. General. In addition to the requirements of chapters 1 and 2 an applicant for appointment with assignment to the Civil Affairs Branch must meet the special requirements prescribed in AR 140-108.

Section VIII. APPOINTMENT FOR ASSIGNMENT IN THE STAFF SPECIALIST BRANCH

3-24. General. *a.* This section prescribes the special requirements and procedures for appointment and assignment to Staff Specialist. Chapter 1 and 2 apply except as indicated in this section.

b. No individual will be appointed to the Staff Specialist Branch if he can be appropriately assigned to another branch.

3-25. Eligibility. Divinity students—see section III. All other applicants must—

a. Meet general requirements of chapter 1.

b. Qualify for a MOS listed in paragraph 3-27.

c. Possess advanced professional or technical experience and training.

d. Staff specialists who acquire qualification in any other branch will be transferred to that branch under the provisions of AR 140-10 except for those individuals with exceptional technical and/or professional qualifications when approved by the CG, RCPAC. Successful completion of an appropriate level branch school will be considered qualification in that branch.

3-26. Applications. *a.* Divinity students will apply under the provisions of section III.

b. Other applications will be processed in accordance with chapter 2. Approval authority for appointment in the Staff Specialist Branch other than Divinity Students, Selective Service Officer or Nonmilitary Subject Instruction Officers will be the CG, RCPAC. Forwarding indorsements will recommend grade for appointment per paragraphs 3-21 and 3-22. Appointments to grades higher than those specified will be determined by the appointing authority.

3-27. Specialist categories for appointment. Appointment may be made in the Staff Specialist Branch for the following MOS:

Proponent agency	*Title*	*MOS*
Chief of Chaplains	Duties unassigned (divinity student or seminarian)	0001
OPO (AG Branch, OPD)	Selective service officer	2334
OPO (AG Branch, OPD)	Nonmilitary subject instruction officer (Teaching methods)	2701
OPO (AG Branch, OPD)	Nonmilitary subject instruction officer (physical science)	2701
OPO (AG Branch, OPD)	Nonmilitary subject instruction officer (English)	2701
OPO (AG Branch, OPD)	Nonmilitary subject instruction officer (social science)	2701
	Other	

As determined by CG, RCPAC, based upon the professional and technical qualifications and overall value to the service on an individual case.

Section IX. APPOINTMENT IN THE ARMY NATIONAL GUARD OF THE UNITED STATES

3-28. General. *a.* Upon being Federally recognized, an officer or warrant officer of the Army National Guard will be appointed as a Reserve of the Army for service as a member of the Army National Guard of the United States.

b. No person will be appointed in a grade above major unless he was formerly a commissioned officer of an Armed Force or such an appointment is recommended by a board of officers convened by the Secretary of the Army.

STATEMENT OF UNDERSTANDING
FOR
APPOINTMENT AS A COMMISSIONED OFFICER

I understand that my appointment as a commissioned officer in the United States Army Reserve is being accomplished prior to completion of required National Agency Check and Federal Bureau of Investigation Name Check.

I further understand that if as a result of completion of the post-commissioning investigative processes I am determined unacceptable for appointment as a commissioned officer, I will be discharged from the United States Army Reserve and that I will receive an Honorable Discharge Certificate.

_____ 19_____

_____
(Signature)

_____
(Name typed)

_____
(Social security number)

Figure 3-2. Statement for applicants for appointment in the WAC who are being appointed prior to completion of National Agency Check (para 3-18).

CHAPTER 4

EXAMINING BOARDS

4-1. Appointment. ★*a.* Area commanders will appoint boards of officers to examine applicants for appointment when required. Boards will consists of an uneven number of members of not less than three. All members should be of field grade if available. Officers in grade of captain may be used when a sufficient number of field grade officers are not available. In any event, members of the board must be serving in a grade equal to or higher than that under consideration. At least one member of the board must be of the branch for which the applicant is applying. Two members will be from the Active Army and, where possible, from the Regular Army. The member designated as president will be from the Active Army and will be the senior member. A commissioned officer Army aviator will be included as a member of the board when considering applicants for appointment with assignment in an aviation commissioned officer or warrant officer MOS. A rated aviation warrant officer may be used in lieu thereof if a commissioned officer is not available. Waiver of this requirement may be granted when a rated Army aviator is not accessible. A warrant officer of the speciality for which applicant is applying will be appointed to serve as a technical advisor (with vote) to examining board members when interviewing a warrant officer applicant. A commissioned officer with a MOS related to that of the specialty for which the applicant is applying may be appointed to serve as a technical advisor (with vote) when it is determined that an appropriate warrant officer is not available within a reasonable commuting distance and the substitute officer has the means and is willing to travel the distance involved. Authority to appoint boards may be delegated as follows:

(1) Installation commanders for applicants being considered for appointment in grades of major and below.

(2) Commanders of General Officer Commands and US Army Reserve Commands for applicant being considered for appointment in grade of lieutenant colonel if applicant held a previous appointment as a commissioned officer in the Armed Forces.

(3) Recruiting main stations for applicants being considered for appointment in the Women's Army Corps and concurrent active duty. Such boards will be appointed from recruiting main station personnel if practicable.

(4) The Defense Attaché will examine applicants for appointment with concurrent active duty as Attaché Technical Assistants, MOS 961A. Personnel serving at isolated stations with less than three commissioned officers assigned will be examined by the Defense Attaché and the Attaché Technical Assistant using DA Form 6225. These applications will be further examined by a board of MI officers appointed by the Chief, Military Intelligence Branch, HQDA (DAPC-OPD-MI).

(5) Installations commanded by a general officer will normally appoint boards to consider applications from personnel on active duty with the Army who are applying for concurrent active duty. When the installation is not commanded by a general officer, the application will be forwarded to the next higher headquarters in the normal chain of command. Installation commanders having general court-martial convening authority may appoint boards when it is determined an applicant is not within a reasonable commuting distance of the examining board.

(6) The US Army Military District of Washington will appoint boards for those applications as prescribed in paragraph 2-2*b*(8).

b. Boards will be convened as close as practicable to the location of the individual concerned.

c. Boards will be appointed and proceedings conducted in accordance with AR 15-6 and this regulation.

4-2. Notification to applicants. *a.* Upon receipt of the examining board of applications and allied papers required by the regulations under which individuals are applying for appointment, the president of the board will notify the applicants of the time and place of appearance before the board. Travel and other expenses incurred by applicants

not on active duty will not be chargeable to the Government.

b. Applicants will be so scheduled that, so far as practicable, no one need spend more than 1 day at the examining place.

c. When possible, applicants for the same branch will be scheduled in sequence so that the board member of that branch may sit without interruption.

d. When necessary, the applicant will be advised in advance of any additional information desired by the board or required by regulations to correct or complete an application.

4-3. Army Aptitude Area GT, Officer Candidate Test (OCT), and Officer Qualification Inventory (OQI). When required (para 1-4*c*), the Arithmetic Reasoning (AR) and the Verbal (VE) components of the Army Classification Battery (ACB) which produce a GT aptitude area score, the OCT, and the OQI will be administered. The test examiner will provide for a written statement showing the date and place test was administered, title and form of test, and score attained. Only those applicants attaining the required score will be authorized to continue with the examination.

4-4. Biographical information. Except as provided in paragraph 4-6*b*, the Board will administer WAC OCS Biographical Information test (DA Form 6215) for WAC applicants, or Officer Qualification Inventory (OQI), (DA Form 6263) for male applicants. Test components are listed in DA Pam 310-8. The board will not score test (para 2-3*c*(5)(a)).

4-5. Interviewing. Except as provided in paragraph 4-6*b*, the board will interview each applicant prior to having access to applications or allied papers. Instructions for conducting and recording results of the interview are listed in DA Pam 310-8.

a. For WAC applicants: WAC Officer Candidate Applicant Interview (Interview Record) (DA Form 6220).

b. For male applicants: Officer Leadership Board Interview (Interview Record) OLB-1 (DA Form 6227).

4-6. Appraisal of experience. *a. Applicants without prior commissioned officer service.* After interview, a rest period will be given the applicant while the board considers the application and allied papers. The board will then question the applicant on personal history, training, and experience to supplement the facts shown in the application and allied papers. This questioning will be led by the board member of the branch concerned. Technical competence will be inferred from the applicant's history and the impression made on the board during the interview. Each member of the board will make an individual, independent appraisal of the applicant on one of the forms listed in (1) and (2) below (original only). The word "civilian" will be substituted for "military" on the form listed in (1) below when the applicant is applying from civilian life and has not had military experience. When the applicant is considered better qualified for a branch other than the one applied for, the board may recommend such assignment.

(1) For commission applicants, except for Chaplain and Judge Advocate General Branches, use Interview Appraisal Sheet M (DA Form 6224).

(2) For warrant officer, Chaplain, and Judge Advocate General Branch applicants, use Interview Appraisal Sheet S (DA Form 6225). (This form will be modified to indicate warrant officer application when appropriate.)

b. Applicants with prior commissioned officer service. In recognition of commissioned or former commissioned officer status, board action will be limited to appraisal of experience. The board will examine the application and allied papers, question the applicant, and complete individual appraisal sheets in accordance with *a* above. Area commanders may waive this requirement when board action is not deemed necessary.

4-7. Disclosure of board action. *No applicant or any other unauthorized person will be advised of the recommendations of the examining board, nor will an applicant be given access to any of the material used by the board. The applicant will be informed that regardless of the board's recommendation, appointment is subject to satisfactory test scores and decision of the appointing authority; and that appointments will be based on overall qualifications and the requirements of the military service.*

S/S Chg. 5 AR 135-100

JOINT MESSAGEFORM

SECURITY CLASSIFICATION: UNCLASSIFIED

PAGE	DRAFTER OR RELEASER TIME	PRECEDENCE ACT	PRECEDENCE INFO	LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY	DATE – TIME	MONTH	YR
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BOOK NO

MESSAGE HANDLING INSTRUCTIONS

FROM: DA STL MO //AGUZ-RPC-PR//

TO: ALL HOLDERS OF ID OF AR 135-100

UNCLAS

SUBJ: Interim Change to AR 135-100

1. This interim change is being distributed through publications pinpoint distribution system to all holders of AR 135-100. Pending revision and by order of the Secretary of the Army, the following is an interim change to AR 135-100, 17 March 1972, and is effective immediately.

2. Subparagraph 1-4c(1), page 1-2, is expanded to add the following:

Female applicants for direct appointment as a commissioned officer must achieve a score of 115 or higher on Aptitude Area GT of the Armed Forces Vocational Aptitude Battery (ASVAB) or ACB-73.

3. Subparagraph 1-4h(2), page 1-3, is superseded as follows:

(2) USAIRR files will not be screened if evidence indicates a previous favorable National Agency Check provided--

4. Subparagraph 1-4h(4)(a) and (b), page 1-3, is superseded as follows:

(4) When a USAIRR file check reveals no record of a NAC having been completed, a new NAC is not required provided a final security clearance has been granted, service has been continuous for the past 5

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W. J. MOSS, LTC, GS, ASST ADJUTANT
SIGNATURE

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DD FORM 1 DEC 70 173 REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED.

☆ GPO: 1971 431-071/1137

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BOOK NO	MESSAGE HANDLING INSTRUCTIONS								

FROM:

TO:

years and screening of the DA Form 201 is favorable.

5. Subparagraph 1-5e(1), page 1-5, is superseded as follows:

(1) Officers of the Regular Army, as indicated in c(4)(b) above; Regular Army company grade officers who apply for Reserve appointment concurrent with their unqualified resignation; and Regular Army officers selected for involuntary discharge as a result of reduction in force. These officers are not eligible for appointment as Reserve commissioned officers with concurrent call to active duty.

6. Chapter 3, page 3-12, is expanded by adding:

Section XI. APPOINTMENT IN THE PHYSICIANS' ASSISTANT PROGRAM

3-34. General. Individuals possessing the necessary civilian acquired skills who are selected for appointment under this program will be appointed warrant officers in the ARNGUS/USAR and awarded the MOS 911A. The Surgeon General is responsible for professional qualifications determination of personnel appointed under this program. AR 40-48 outlines the functions and utilization of physicians' assistants.

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TO:

3-35. Eligibility. Applicants selected for this program must:

a. Be a graduate of a Type A, physicians' assistant to the primary care physician, program accredited by the American Medical Association. Duration of the program from which graduated must not be less than twenty (20) months. Waivers for programs of less than twenty (20) months duration may be granted by The Surgeon General based on the professional merits of the applicant.

b. Have successfully completed the National Board of Medical Examiners certifying examination for physicians' assistants, Type A.

c. Be eligible for appointment as warrant officer in accordance with chapter 1 and 2 of this regulation.

3-36. Application. Applicants will include evidence of successful completion of the National Board of Medical Examiners certifying examination for physicians' assistants, Type A, and an official copy of transcript. Applications will be processed through command channels to HQDA (SGPE-PD), Forrestal Building, Washington, DC 20314. Applications for nonunit Individual Ready Reserve (IRR) members will be addressed through the Commander,

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BOOK NO	MESSAGE HANDLING INSTRUCTIONS								

FROM:

TO:

RCPAC, ATTN: AGUZ-PAD, to HQDA (SGPE-PD), Forrestal Building, Washington, DC 20314.

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SS ch 5, 8 Sept 76

CHAPTER 1

GENERAL

1-1. Purpose. This regulation establishes responsibility and provides procedures for the appointment of male and female commissioned and warrant officers in the Reserve components of the Army. Exceptions to this regulation will be made only by HQDA on an individual basis. This regulation does not govern appointments of Reserve general officer grades (AR 135-156); Army Medical Department commissioned officers (AR 135-101, AR 601-139); graduates of senior ROTC units (AR 145-1); or, graduates of officer candidate schools (AR 351-5, AR 140-50).

1-2. Appointment limitations. Appointment of qualified applicants are limited to—

a. Commissioned officers to fill—

★(1) Mobilization designee table of distribution vacancies only upon announcement of such vacancies in an Army-wide procurement program published in a Department of the Army message.

(2) Ready Reserve troop program unit vacancies. Applications for direct appointment will be processed for position vacancies only when there is no qualified officer available. (See para 2-3*a*(3) for statement required in this instance.) This requirement is not applicable to enlisted personnel applying for OCS.

(3) The grade of captain or below to meet the need for Ready Reserve reinforcements for assignment to the Control Group (Reinforcement). Appointments will be tendered only to exceptionally well qualified individuals who cannot otherwise obtain a commission because of lack of position vacancy in USAR units or inability to join a unit due to geographical location.

(4) Active duty requirements when qualified Reserve officers are not available.

★*b.* Warrant officers to fill—

(1) Ready Reserve troop program unit vacancies based on MOS requirement regardless of the number of warrant officers assigned, provided warrant officers assigned as overstrength who are not qualified in the MOS required for the position vacancy are first given the opportunity to become qualified in the MOS and to accept assignment to the position. (See para 2-3*a*(3) for statement required in this instance.)

(2) Active duty requirements under specific allocations announced by HQDA, when qualified Reserve warrant officers are not available.

(3) Ready Reserve Reinforcements for assignment to the Control Group (Reinforcement). Appointments will be tendered only to exceptionally well qualified individuals who cannot otherwise obtain a commission because of lack of position vacancy in USAR units or inability to join a unit due to geographical location.

(4) Mobilization designee table of distribution vacancies only upon announcement of such vacancies in an Army-wide procurement program published in a Department of the Army message.

★*c.* The restrictions in *a* above do not apply to:

(1) Warrant officers and enlisted personnel in the Active Army.

(2) Reserve officers in a grade above colonel who cease to occupy a position commensurate with their grade.

(3) Regular Army officers selected for involuntary discharge as a result of reduction in force, applying for appointment without concurrent active duty, effective upon the date after discharge.

(4) Regular Army officers applying for appointment in the Army Reserve concurrent with their unqualified resignation, and National Oceanic and Atmospheric Administration officers eligible for appointment as an exception to the provisions of paragraph 1-5*e*.

1-3. Appointing authority. The authority to tender appointments in accordance with paragraph 2-2 is delegated as follows (see AR 135-101 and AR 601-139 for Army Medical Department Branches):

a. Headquarters, Department of the Army. The Adjutant General (CG, RCPAC) for the appointment of ARNGUS and USAR commissioned and warrant officers, except general officers, with or without concurrent active duty.

b. Area commanders. For the appointment of USAR commissioned and warrant officers residing within the geographical areas of their commands. This authority may not be further delegated except to Commanding Generals of US Army Support

Command, Hawaii; US Army Base Command, Okinawa, US Army, Japan; Eighth US Army, Korea; and US Army Support, Thailand; when appointment with concurrent active duty has been approved at HQDA. Appointments will not be effected in the following cases without prior approval of HQDA:

(1) When concurrent active duty is requested.

(2) In grade of lieutenant colonel or higher if applicant has not had prior service in the grade in which appointment is to be tendered.

(3) When the applicant has been previously separated from the service with severance pay.

(4) For assignment in the following branches:

(*a*) Chaplain.

(*b*) Judge Advocate General's Corps.

(*c*) Staff Specialist.

(*d*) Women's Army Corps.

(5) Any application submitted under section VI, chapter 3.

(6) When warrant officer assignment is for—

(*a*) Army Bandmaster.

(*b*) Military Police Corps. See AR 195-3.

c. Excepted appointments. As an exception to *a* and *b* above, the Commandants, US Army Aviation School and US Army Primary Helicopter School, and the Deputy Commandant, US Army Aviation School Element, will tender appointments in the USAR to enlisted graduates of the Warrant Officer Rotary Wing Aviator Course and the Warrant Officer Fixed Wing Aviator Course (AR 611-85).

1-4. Eligibility criteria. Individuals possessing the qualifications in *a* through *i* below may apply for appointment, except those individuals enrolled in or formally approved for officer candidate school or pre-warrant officer programs.

a. Age. Minimum and maximum age limitations are shown in table 1-1. The applicant must not have reached the birthday of the maximum age indicated prior to appointment.

b. Citizenship.

(1) Except for medical, dental, and allied category specialists liable for induction, and as indicated in (2) below, and applicant must be a US citizen or have lawfully entered the United States for permanent residence under applicable provisions of the Immigration and Naturalization Act as amended, unless he is currently serving, or has served previously in the Armed Forces of the United States. Foreign nationals living in the United States or its possessions who have not applied for permanent residence (nondeclarant alien) may submit application for initial appointment with the provision that if acceptable, application for permanent residence will be made.

(2) Applicants for Military Intelligence and Civil Affairs Branches must be citizens of the United States.

(3) Under no circumstances will appointment be made from the following categories:

(*a*) Applicants who have been convicted of wartime desertion or evasion of military service, as specified in the Immigration and Naturalization Act.

(*b*) Any individual barred from citizenship because of having applied for and having been relieved or discharged from service in the Armed Forces by reason of alienage.

c. Mental.

(1) Male applicants for appointment as a commissioned officer must achieve a score of 110 or higher on Aptitude Area GT of the Army Classification Battery or the Army Qualification Battery; a score of 115 or higher on the Officer Candidate Test; and a minimum composite Officer Candidate Test/Officer Qualification Inventory (OCT OQI) score of 200. An applicant for appointment as a warrant officer must have a recorded standard score of 110 or higher on the Army Aptitude Area GT. If the required score(s) is not recorded, the applicant must be tested to determine his mental qualification.

(2) Provisions of (1) above are not applicable for appointment—

(*a*) In the Army Medical Department, Chaplain's Branch, or Judge Advocate General's Corp.

(*b*) Of a former commissioned officer applying for reappointment as a commissioned officer or appointment as a warrant officer.

(*c*) Of a former warrant officer applying for reappointment as a warrant officer.

(3) Applicants from one of the other Armed Forces will be required to submit evidence of attainment of a qualifying score on OCT and Aptitude Area GT, or the equivalent as measured by a counterpart of Aptitude Area GT, as shown in table 1-2, unless excepted therefrom under (2) above. If available, records of scores will be forwarded by the custodian of the applicant's personnel records to the commander of the Army

installation processing the application. If required test scores are not available, arrangements will be made to administer the verbal and arithmetic tests of the Army Classification Battery at the Army installation processing the application. Aptitude Area GT scores will be computed in accordance with the instructions contained in DA Pam 611-100. The test control officer will submit the test results to the commander processing the application.

d. Education. Each applicant must—

(1) Have demonstrated understanding and proficiency in the English language. Applicants whose mother tongue is other than English will be carefully examined by the board to insure that their command of the English language is sufficient to enable them to perform as officers.

(2) For appointment as a commissioned officer, be a graduate of a high school or school of comparable level, or pass the General Education Development Test (high school level or higher) and meet any additional requirements for specific branches.

(3) For appointment as a warrant officer, have sufficient education and practical experience to insure satisfactory performance of duties of the classification for which application is made.

e. Character. Each applicant must be of good moral character.

f. Leadership. Applicants must possess qualifications as potential leaders and have the ability to deal effectively with people. Such qualifications may be evaluated in terms of the applicant's background and experience.

g. Medical.

(1) Medical requirements are prescribed in AR 140-120 and in chapter 2 and paragraph 7-15, AR 40-501.

(*a*) *For flight training.* A Type B medical examination as prescribed in chapter 10 and appendix IX, AR 40-501, to meet class 1A flying duty medical fitness standards in chapter 4, AR 40-501.

(*b*) *For continuance of aviation duty.* A Type B medical examination as prescribed in chapter 10 and appendix IX, AR 40-501, to meet class II flying duty medical standards prescribed in chapter 4, AR 40-501.

(*c*) *For all other personnel.* A Type A medical examination as prescribed in chapter 10 and appendix IX, AR 40-501, to meet medical fitness standards prescribed in chapter 3, AR 40-501.

(2) The area commander will process medical examinations and waivers as follows:

(*a*) Forward class 1A flying duty medical examinations to HQDA (DASG-HES) Washington, DC 20314, for review. Waivers will not be granted.

(*b*) Designate flight surgeons or aviation medical officers to review all class II and class III flying duty medical examinations. Individual cases of questionable or controversial nature may be forwarded direct to HQDA (DASG-HES) Washington, DC 20314, for review.

(*c*) Take action on all other reports of medical examinations.

h. Security requirements.

(1) Army area commanders will insure that the following files are screened, with favorable results before tendering appointment.

(*a*) Military Personnel Records Jacket, US Army (DA Form 201). If available, screen the equivalent file for other Armed Forces applicants.

★(*b*) Files of the US Army Investigative Records Repository (USAIRR), Fort Meade, MD, will be screened on all applicants for appointment with concurrent active duty. Applicants for appointment without concurrent active duty will be screened as indicated in (2) below.

(2) USAIRR files will not be screened if evidence indicates favorable National Agency Check (NAC) within the past 24 months provided—

(*a*) Service has been continuous, and

(*b*) Screening of the DA Form 201 is favorable.

(3) When suitability information is contained in the USAIRR files the area commander will establish boards to—

(*a*) Evaluate such information.

(*b*) Determine whether information should be submitted to the CG, RCPAC as a possible bar to appointment.

(4) When a USAIRR file check reveals—

(*a*) No record of a NAC having been completed and current clearance is less than 5 years old, a new NAC is not required provided service has been continuous for the past 5 years and screening of the DA Form 201 is favorable.

(*b*) No record of a NAC having been completed and current clearance is more than 5

years old, the area commanders will initiate action to obtain a NAC.

(5) A cryptographic clearance is required for each applicant for assignment to Army Securities Specialties. Applicants for appointment with assignment to Military Intelligence Branch will be informed that background investigation and final clearance may take up to 12 months. All applicants for Military Intelligence except those for MOS 963A, PW Interrogator, must be declared eligible for access to Special Intelligence. A background investigation is required for all alien personnel prior to their appointment as officers in the USAR.

(6) USAIRR files will always be screened on applicants from one of the other Armed Forces.

(7) Waivers of above requirements will not be granted, except as outlined in paragraph 3-18.

i. Examining boards. Applicant must appear before an examining board as prescribed in chapter 4, except those individuals applying under paragraph 1-5*c*(4)(*b*) and 1-5*c*(5) and 1-5*e*(2), and as otherwise provided for in this regulation or in regulations governing specific appointments.

1-5. Ineligibles. The following persons are not eligible for appointment unless waiver is authorized under the provisions of paragraph 1-6:

a. Conscientious objectors, except those classified by Selective Service as 1-A-O who volunteer for noncombat service with concurrent active duty. See paragraph 2-1*j* for statement required for such applicants.

b. Persons who have been adjudged youthful offenders or have a record of convictions by any type of military or civil court, excluding minor traffic violations involving a fine or forfeiture of $50 or less and excluding action taken under Article of War 104 or Article 15, Uniform Code of Military Justice.

c. Persons dropped from the rolls or released from active duty, or separated from any component of the Armed Forces of the United States for any of the following reasons:

(1) Under other than honorable conditions. If, upon appeal, an individual's discharge was changed to separation "under honorable conditions," he is not eligible for appointment solely because of such change. The change in the character of discharge does not alter the official record of the individual's service. Appointment will be tendered or refused, based upon the facts and merit of the individual case.

(2) For unsatisfactory service.

(3) Resignation for the good of the service in lieu of court-martial, elimination, or any form of disciplinary or corrective action.

(4) Commissioned officers having been twice passed over for promotion or otherwise released from active duty or active status because of failure to be promoted to a higher commissioned grade except—

(*a*) Individuals in this category are eligible to apply for appointment as warrant officer USAR if otherwise qualified.

★(*b*) A Regular Army officer with less than 20 years of active Federal service who is discharged because of failure, after second consideration, to be selected for RA promotion, or who voluntarily resigns prior to discharge from the RA may apply to CDR, RCPAC, ATTN: AGUZ-PAD, 9700 Page Blvd., St. Louis, MO 63132, for a Reserve commission. If it is determined applicants can be utilized in a Reserve status, they may be appointed in active Reserve status without regard to the limitations in paragraph 1-2, or, if desired, they may request concurrent transfer to the retired Reserve. Appointments will be tendered only to former RA officers whose overall record of previous performance indicates they have a high degree of potential for service in the Reserve components.

(5) USAR warrant officers having been twice passed over for AUS or USAR promotion to a higher warrant officer grade are ineligible for appointment as commissioned officers or warrant officers. A regular Army warrant officer with less than 20 years of active Federal service who is discharged because of failure, after second consideration, to be selected for promotion, or who voluntarily resigns prior to discharge therefor, may apply to CDR, RCPAC, ATTN: AGUZ-PAD, for a Reserve warrant. If it is determined that the applicant can be used in a Reserve status during mobilization, he may be appointed in an active Reserve status without regard to the limitations in paragraph 1-2, or if he desires, he may request concurrent transfer to the retired Reserve. However, personnel so appointed will not be brought to active duty under any procurement program except *an involuntary order to active duty, during a mobilization.*

(6) Having been separated from any component of the Armed Forces as a security risk. Applications filed by individuals who were under security investigation at time of their separation will be forwarded to the CDR, RCPAC, ATTN: AGUZ-PAD.

(7) For failure to maintain eligibility for retention in an active Reserve status. After a lapse of 1 year, an individual may be considered for appointment if the obstacles to active Reserve participation have been removed. An individual in this category must—

(*a*) Prove conclusively a valid reason for nonparticipation existed but is no longer an obstacle.

(*b*) Agree to participate actively if appointed.

d. Commissioned officers, warrant officers, and enlisted personnel drawing retired pay for services with any of the Armed Forces.

e. Commissioned officers of the Regular components of the Armed Forces, Public Health Service, and National Oceanic and Atmospheric Administration, except—

★(1) Officers of the Regular Army, as indicated in *c*(4)(*b*) above; Regular Army officers who apply for Reserve appointment concurrent with their unqualified resignation; and Regular Army officers selected for involuntary discharge as a result of reduction in force. These officers are not eligible for appointment as Reserve commissioned officers with concurrent call to active duty.

(2) Officers commissioned from the Army ROTC program who are about to be separated from the National Oceanic and Atmospheric Administration prior to completion of at least 6 years' active duty. Such officers will be appointed upon discharge from the National Oceanic and Atmospheric Administration, if otherwise qualified, without regard to the provisions of paragraph 2-3*c*(4)(*c*).

f. Cadets, United States Military Academy, United States Air Force Academy and United States Coast Guard Academy, and midshipmen, United States Naval Academy.

g. Individuals who are pursuing a course of graduate study in one of the health professions (medicine, osteopathy, dentistry, veterinary medicine, or optometry) except those participating in programs sponsored by the Surgeon General.

h. Applicants whose appointment would cause them to hold simultaneously more than one Reserve status. This does not preclude appointment when separation from the current Reserve status can be accomplished. For example, an Army/Reserve member on active duty cannot be separated from his current status so long as he is to remain on active duty in that status. His appointment to another Reserve status will not be made unless he is to be placed on active duty under the new Reserve status.

i. Individuals denied retired pay or annuities under the so-called "Hiss Act" (Act of 1 September 1954 (68 Stat. 1142), as amended (5 USC 8311 et seq.)).

j. Individuals who are, or have been, members of any foreign or domestic organization, association, movement, group, or combination of persons advocating a subversive policy or seeking to alter the form of government by unconstitutional means, whose case has not been adjudicated favorably by the Department of the Army.

k. Citizens of the United States residing in a foreign country, except those—

(1) Residing in a country where the United States has troops stationed, or

(2) Residing in a country where the United States has a military mission, advisory, or similar group, or

(3) Employed by the US Government and on duty with an Embassy, Legation, or Consular office of the United States.

(4) Residing in an area occupied by the Armed Forces of the United States.

Note. Request to obtain the official consent of the country in which they reside to accept appointment as a USAR commissioned or warrant officer from individuals in (1), (2), or (3) above will be submitted through diplomatic channels.

l. Except as indicated in AR 135-101 and AR 601-139, applicants with a Selective Service classification of 1-A, or whose classification could be changed to 1-A; with loss of deferment status, except when applying for appointment with concurrent active duty.

m. Enlisted members of the Reserve components of the Armed Forces of the United States with a remaining service obligation who have not completed an initial tour of active duty or active duty for training. Applications may be accepted from

such applicants when concurrent active duty is requested.

★*n*. Applicants for appointment as commissioned officer who are unable to complete 20 years creditable service for retirement or retired pay prior to mandatory removal from an active status or those applying for concurrent active duty who are unable to qualify for retirement under title 10, United States Code, section 3911, prior to attaining 28 years' service as computed under the provisions of title 10, United States Code, section 3853. Applicants for warrant officer appointment who are unable to complete 20 years of satisfactory active Federal service prior to age 62.

o. Individuals transferred to the Standby Reserve or discharged from the Army as a result of approved exemption from involuntary order to active duty as a member of the Ready Reserve.

p. Those who are in the military service of a foreign government, or those employed by a foreign government.

q. Individuals will not be initially appointed under sections VI, VII, or VIII, chapter 3, who currently hold an appointment as a commissioned officer in the USAR. Further, no person will be appointed whose separation from previous service was under circumstances that indicate there is an attempt to circumvent normal promotion procedures.

r. Regular Army warrant officers may not be appointed if the appointment would cause them to hold dual status. Regular Army warrant officers may apply for direct appointment under this regulation provided a resignation from their present status is submitted.

1-6. Waiver. Request for waiver will be submitted with the application and must contain complete justification, including recommendations of intermediate commanders when applicable. Request for waiver will be processed as indicated in *a* through *c* below.

a. The following requests will be forwarded to the CDR, RCPAC, ATTN: AGUZ-PAD:

(1) All requests for waiver of maximum age and grade under section II, chapter 3. Waiver of minimum age will not be authorized. Exceptions to maximum age, education, experience, and military training will be considered when individuals possess unusual skills or technical qualifications fulfilling a specific need. Waiver of both education and experience will not be considered for appointment under section VI, chapter 3.

(2) Waiver for appointment in the grades of lieutenant colonel and colonel of applicants without prior commissioned service.

(3) Waiver of conviction of the following offenses will be submitted with the application and evaluated with the National Agency Check:

(*a*) Felony under local, Federal, or military law.

(*b*) One which resulted in sentence to confinement in prison, stockade, or detention area, or in sentence to hard labor.

(*c*) One involving moral turpitude.

(4) Applications from individuals employed by a foreign government for final determination by the Secretary of the Army.

be ineligible for active duty as an officer or warrant officer and their commission or warrant will be terminated.

s. In lieu of formal application the following may request appointment in letter form:

(1) Regular Army officers applying for USAR appointment concurrent with Regular Army resignation.

(2) Individuals currently serving on active duty as officers of the other Armed Forces when applying for appointment with concurrent active duty as prescribed in AR 614-120.

(3) Warrant officers applying under paragraph 3-33*a*(3) and (4), and former officers under paragraph 3-33*a*(5) when applying within 1 year from date of discharge. Such applicant must meet requirements of paragraph 1-4*g*.

(4) USAR officers applying for appointment in another branch or grade. Such applicants must furnish documentary evidence of educational level as required for the branch and any additional forms, documents, or information as required by other regulations or the section of those regulations governing the particular branch. In addition, a current medical examination as prescribed in AR 140-120 is required.

(5) Regular Army officers eligible to apply for Reserve appointments as commissioned officers, without concurrent active duty, effective upon date after discharge.

t. For members of the National Oceanic and Atmospheric Administration applying under paragraph 1-5*e*, the forms required by *a*, *c*, *d*, and *f* above.

u. Name in which appointed. Ordinarily, applicants will be appointed in the name reflected in a birth, baptismal, citizenship, or naturalization certificate, or court order authorizing a change of name. An individual may be appointed at his request, in the name by which he is known in his community, provided the assumption of that name was not for fraudulent purposes.

(1) Applicants desiring to be appointed in a name as indicated above will be required to complete DA Form 3284-R (Applicant's Statement of Name Change) (image size 7 by 9⅝ inches) which will be locally reproduced on 8- by 10½-inch paper (fig. 2-1). The signatures of two individuals who can attest to the truth of the applicant's statement must be affixed to the statement below the applicant's signature. It is preferable that the witnesses include his natural parents, stepparents, or legal guardian. However, in appropriate cases, the witnesses may include reliable members of the community, such as school officials, clergy, close relatives, and neighbors.

(2) In appropriate cases, the DD Form 369 (Police Record Check) should be accomplished reflecting both the name as recorded on one of the official documents indicated above, and the name assumed by the individual.

v. A copy of enlisted applicant's DA Form 20 (Enlisted Qualification Record) will accompany the application. Applicants who are members of the Air Force, Navy, Marine Corps, or US Coast Guard will submit a copy of the equivalent form used by the parent service.

w. Individuals with more than 17 years of active Federal service who apply for appointment as a warrant officer with concurrent active duty must complete the following statement:

> I, _____, hereby volunteer to remain on active duty for a period of 3 years in warrant officer status subsequent to my appointment and/or call to active duty. I understand that my retention on active duty during this period is subject to the normal release provisions outlined in AR 635-100. I further understand that I may not be voluntarily retired prior to completion of this service obligation.

x. A statement signed by a responsible official from one of the other Armed Forces that a favorable NAC (para 1-4*h*) exists on an individual serving on active duty with that Armed Force will be accepted by the Department of the Army. The statement must indicate the date and by whom the NAC was completed. Certification by the applicant is not acceptable.

★*y.* All applications from female applicants for appointment in the USAR as commissioned or warrant officers will include a statement of marital status and number and ages of dependents under 18 years of age. In addition to the above information, all female applicants will sign and submit the following statement:

> I understand that if I am selected for appointment and/or active duty that I will be expected to accept such assignments as are in the best interest of the service regardless of my marital status and/or responsibility for dependents; and that it is my responsibility to make appropriate arrangements for the care of my dependents should I be required to perform duty in an area where dependents are not permitted.

z. A recent photograph, full length, approximately postcard size, with the applicant's name on the reverse, will accompany the applications of all personnel requesting appointment as a warrant officer with concurrent active duty.

2-2. Submission of application. Applications for appointment will be submitted and processed under this chapter, except that applicants for appointment under chapter 3 must meet special requirements outlined in that chapter. Applications for appointment in the Army Nurse Corps and the Army Medical Specialist Corps will be guided by AR 601-139 and applicants for appointments in the other corps of the Army Medical Department by AR 135-101. No command or headquarters, except that conducting the evaluation board (para 2-3c(4)(*c*)) will hold an application beyond 5 working days. Applications will be submitted as follows:

a. For appointment with assignment to Army Reserve troop program units, mobilization designee table of distribution vacancies and Ready Reserve Reinforcement vacancies—

(1) Through the unit commander for enlisted and warrant officer members of active Reserve units.

(2) Through the commander of the unit where assignment is requested for individuals not members of the Army Reserve.

(3) Through the commanding officer of the unit where applicant is assigned for duty when individual is currently on active duty.

(4) Through the CDR, RCPAC, ATTN: AGUZ-PAD or the oversea area commander, as appropriate, for applicants who are nonunit members of the Ready Reserve or members of the Standby Reserve.

(5) Through the Army commander for Ready Reserve Reinforcement vacancies except those submitted through (4) above.

★(6) Through the Army commander to the CDR, RCPAC, ATTN: AGUZ-PAD for applicants to fill Mobilization Designee table of distribution vacancies.

b. For appointment with concurrent active duty.

(1) USAR personnel who are members of a troop program unit will submit applications through the unit commander direct to the appropriate area commander. Nonunit USAR personnel will submit applications direct to CDR, RCPAC, ATTN: AGUZ-PAD or appropriate oversea area commander.

(2) ARNGUS personnel will submit applications through normal Army National Guard channels to the appropriate State adjutant general who will forward the approved applications to the appropriate area commander.

(3) Individuals from civilian status will submit applications direct to the appropriate area commander.

(4) Applications for appointment in the Chaplains Branch will be forwarded by the applicant direct to HQDA (DACH-ZA) WASH DC 20314.

★(5) Personnel on active duty with any of the other armed forces will submit applications to the commander having custody of their personnel records who will forward the applications to the appropriate area commander, except those applications generated within USASA for appointment in the Military Intelligence Branch, or as warrant officer in a USASA MOS (283A, 051A, 052A, 053A, 285A, 981A, 982A, 983A, or 988A). This type of application will be processed through USASA channels and forwarded to Commander, US Army Security Agency, Arlington Hall Station, Arlington, VA 22212, for processing. Applicants for a USASA MOS who are not assigned to USASA will be processed through USASA channels.

(6) Applications from Air Force members who are OSI agents will be forwarded through AF District Offices to the Directorate of Special Investigations (AFISIM) for indication of date the applicant can be made available if selected. Applications will be forwarded by the Director of Special Investigations direct to CDR, RCPAC, ATTN: AGUZ-PAD, 9700 Page Boulevard, St. Louis, MO 63132.

(7) Personnel on active duty with the Army will submit applications to the commander having custody of their personnel records who will forward the applications through installation commander direct to the CDR, RCPAC, ATTN: AGUZ-PAD.

★(8) Personnel who are on active duty with the Army and assigned to activities in the District of Columbia but are not within a geographic area of responsibility of an installation commander will submit their applications for processing to the Commander, US Army Military District of Wash-

ington, Fort Lesley J. McNair, Washington, DC 20319.

2-3. Processing of application. *a.* The commander initially receiving the application will—

(1) Review application for completeness and determine applicant's administrative eligibility to apply for appointment.

(2) Return application if applicant does not meet the basic administrative prerequisites for appointment, giving the reasons for rejection.

(3) Include the following statement, signed by the unit commander, in forwarding indorsement when the application is to fill a vacancy in troop program unit:

Appropriate position vacancy exists in this unit in the grade of _____ and MOS of _____, TDA/TOE _____, paragraph _____ and line number _____, branch _____. There is no qualified officer assigned to this unit, including overstrength status, or any other qualified Reserve officer assigned to the IRR available for this position. This position will be held open for this applicant pending action by higher headquarters. I desire the assignment of the applicant to this organization.

(4) See AR 140-192 and AR 614-103 for actions required in processing applications for Military Intelligence without concurrent active duty.

(5) Forward applications of qualified applicants with appropriate recommendation, through any intermediate commanders to the area commander concerned.

★(6) Process applicants for appointment under paragraph 2-2*b* (7) or (8) with authority to appoint examining boards (para 4-1*a* (6) or (7)). The application will be processed in accordance with *c* (1) through (9) below.

b. Intermediate commanders will—

(1) Review application and allied papers and indorse to the area commander.

(2) Indicate availability or nonavailability of qualified officer for position vacancies named in statement required by *a*(3) above.

(3) Return applications when the applicant does not meet the basic administrative prerequisites or when errors are found that cannot be corrected without referring the application to the originator or to his unit of assignment.

c. Area commanders will—

(1) Review applications for correctness and determine eligibility of each applicant.

(2) Return application if—

(*a*) Applicant does not meet the basic administrative prerequisites for appointment, giving the reasons for rejection.

(*b*) Errors or omissions are found that cannot be corrected within the area command headquarters.

(3) Refer applications that meet administrative prerequisites to the respective general or special staff section within the headquarters for technical review.

(4) When an applicant has been determined eligible and recommended by the staff section—

(*a*) Initiate action to obtain security requirements as prescribed by paragraph 1-4*h*. Applicants, except members of the other Armed Forces applying for concurrent active duty will not require action as prescribed in paragraph 1-4*h*, until receipt of notification from CG, RCPAC that application is approved.

(*b*) Arrange for a Type A medical examination as prescribed by chapter 10 and appendix IX, AR 40-501 for applicants who are members of the other Armed Forces and concurrent active duty is requested.

(*c*) Refer application to the president of an examining board for action as provided in chapter 4, except as otherwise provided in this regulation or regulations governing the specific appointment. Instruct the boards to advise all applicants that their application will be processed as expeditiously as possible. Telephonic and written inquiries requesting status of an application only delay the processing. The processing and forwarding of all cases will be expedited to the greatest extent possible. Objective should be to complete board action within the 2-week period immediately following receipt of application.

(5) Upon receipt of examining board report—

(*a*) Have scores computed for applicant's biographical information blank, interview record, and appraisal sheet (para 4-4, 4-5, and 4-6).

(*b*) Have a composite score computed for WAC applicants.

(6) Review the entire applicable record, including report of board proceedings and National Agency Check and determine applicant's administrative eligibility and professional acceptability.

(7) Notify rejected applicants, furnishing the specific reason for rejection.

(8) Tender appointments to qualified applicants when delegated authority.

(9) Forward applications, with appropriate recommendations, requiring approval of HQDA to CDR, RCPAC, ATTN: AGUZ–PAD.

2–4. Status reports and station changes. *a.* Commanders will report change in status to include unfavorable personnel actions which may influence application.

b. Applicants will immediately report any change in status or station to the agency processing the application.

c. CG, RCPAC will notify the applicant and area commander by electrical message where applications are approved for concurrent active duty.

d. Applicants who are informed of tentative selection will be advised that they should not expend personal funds or make any other permanent plans in connection with their appointment until they have executed their oath of office.

2–5. Resubmission. Previous nonselection does not bar an individual from submitting another application, provided he is otherwise medically, morally, and professionally qualified at the time of submission. Individuals who are not selected may not reapply earlier than 1 year after date of previous application. Individuals may reapply earlier when additional pertinent qualifications have been acquired or vacancies for which individual has not been considered are announced subsequent to submission of last application.

2–6. Discontinue procurement. When sufficient applications have been received an announcement will be made to delete a specific branch or MOS from the active duty procurement program. Qualified and interested individuals should submit their applications as soon as possible after announcement of the procurement program. Applications should be submitted with the understanding that they will be returned without further processing at any time procurement requirements no longer exist.

2–7. Appointment procedures. Upon approval of an application the appointing authority will—

a. Assign officers to an appropriate branch.

(1) The branches for applicants who are not on active duty will be determined by their qualifications and the vacancies which they are to fill, or in accordance with (2) below.

(2) Former commissioned officers of any of the Armed Forces of the United States on active duty in the Army in a warrant officer or enlisted status, if qualified, will be given the option of accepting appointment in the—

(*a*) Branch in which they have been assigned or detailed, provided they are qualified therefor, or

(*b*) Branch in which they have formerly held an appointment.

b. Issue and forward to each appointee a letter of appointment (fig. 2–3 or 2–4, as appropriate) and DA Form 71 (Oath of Office—Military Personnel).

(1) A signed oath of office is required for appointment in any component of the Army.

(2) The execution and return of the oath of office constitutes acceptance of appointment. No other evidence is needed or required. However, acceptance of an appointment may be "expressed" as by formal acceptance in writing or "implied" as by entering upon the performance of the duties of the office.

(3) An oath of office properly dated and signed by a Reserve officer of the Army and taken before a person believed qualified but actually unauthorized to administer oaths, is ineffective as an oath of office because of defective attestation. However, it is valid as an acceptance and will be recorded as such on all Army records. In such instances, a valid oath of office will be secured and will be dated as of the date actually accomplished. Both oaths will accompany the papers forwarded under the provision of paragraph 2–8*b* (1).

(4) When the appointment involves a warrant officer or enlisted member of the Active Army, enter in parentheses under appointee's address, the individual's current grade.

(5) When credit for service in an active status based on education and experience is used to determine grade eligibility at the time of appointment, the number of years, months, and days credited will be indicated after "D" on the letter of appointment.

(6) An oath of office executed with reservations of any nature or modification will not be recorded as an acceptance. If the individual does not desire to execute an oath without reservations, the appointment will be canceled.

APPLICANT'S STATEMENT OF NAME CHANGE

For use of this form, see AR 601-210; the proponent agency is Office of the Deputy Chief of Staff for Personnel.

1. NAME AS RECORDED ON BIRTH CERTIFICATE*	2. FILE NUMBER OF BIRTH CERTIFICATE
3. DATE AND PLACE OF BIRTH	4. CITY AND STATE WHERE BIRTH CERTIFICATE WAS OBTAINED
5. NAME YOU PREFER TO USE	6. APPROXIMATE DATE ON WHICH YOU ASSUMED THIS NAME
7. CURRENT RESIDENCE ADDRESS (Include ZIP Code)	

8. I hereby state that I have not changed my name through any court procedure; and, that I prefer to use the name, _____ as a matter of convenience and with
(Name now used)
no intent to defraud. I further state that I am the same person whose name appears on the above-mentioned birth certificate.

9. GRADE	10. SERVICE NUMBER/SOCIAL SECURITY ACCOUNT NUMBER	11. SIGNATURE OF RECRUITING REPRESENTATIVE
12. DATE	13. SIGNATURE OF APPLICANT (Name as now used)	

The above information is true to the best of my knowledge and belief.

14. DATE	15. SIGNATURE OF WITNESS	16. DATE	17. SIGNATURE OF WITNESS
18. ADDRESS OF WITNESS (Include ZIP Code)		19. ADDRESS OF WITNESS (Include ZIP Code)	
20. RELATIONSHIP TO APPLICANT		21. RELATIONSHIP TO APPLICANT	

*In the absence of birth certificate, insert the description of the document being used in lieu of birth certificate.

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Figure 2-1. Applicant's statement of name change (see paragraph 2-1U(1)).

An individual, not a citizen of the United States by birth, will submit a statement by an officer of the Army or a notary public as indicated below. (This requirement may be omitted for commissioned officers and warrant officers of the Army holding current appointments.) Facsimiles or copies, photostatic or otherwise, of naturalization certificates, declarations of intention, certificates of citizenship, or alien registration receipt cards will not be made. The reproduction of these certificates or any parts thereof without proper authority constitutes a felony.

a. Citizens by naturalization.

I have this date seen the original certificate of citizenship, No._____ (or certified copy of the court order establishing citizenship) stating that_____ was admitted to the United States citizen-
(Name)
ship by the court of_____ at_____ on_____.
(City and State) (Date)

b. Citizenship through naturalization of parent.

I have this date seen the original certificate of citizenship, No._____ issued to_____ by the Immigration and Naturailzation
(Name)
Service Department of Justice, stating that_____
(Name of applicant)
acquired citizenship on_____.
(Date)

c. Noncitizen who has declared his/her intention to become a citizen of the United States.

I have this date seen the original Alien Registration Receipt Card Form No. 1–151, bearing No._____, issued to_____
(Name)
on_____.
(Date)

Note. If the applicant does not possess Form No. 1–151, the commander processing the application will request a statement as to lawful entry of the individual into the United States for permanent residence from the District Director, Immigration and Naturalization Service of the district in which the alien resides. Statement of lawful entry will be made a part of the application. Evidence of lawful entry is not required for a noncitizen serving in the Active Army within the United States if he entered such service outside the United States and was ordered to the United States for military service. For such individual the verification that the individual was ordered to the United States by competent military orders will be attached to the application.

Figure 2–2. Citizenship statements for applicants not citizens of the United States by birth.

CHAPTER 3

APPOINTMENTS

Section I. APPOINTMENT OF OFFICERS AND FORMER OFFICERS

★**3-1. General.** Applications of officers and former officers must meet the requirements prescribed in chapter 1 and will be processed in accordance with chapter 2. Applications will be sent to CDR, RCPAC, ATTN: AGUZ-PAD, for administrative review of Official Military Personnel File (OMPF).

3-2. Restriction on appointments. Appointments under this section will not be made in general officer grades or for assignment in—

a. Army Medical Department.

b. Chaplains.

c. Civil Affairs.

d. Judge Advocate General's Corps.

Section II. APPOINTMENT AS COMMISSIONED OFFICERS OF ARMY WARRANT OFFICERS AND ENLISTED PERSONNEL

3-3. General. *a.* This section prescribes special requirements and procedures for appointment of enlisted personnel and warrant officers as commissioned officers in the USAR. The provisions of chapters 1 and 2 apply except as otherwise indicated in this section.

b. Appointments will not be made for assignment in—

(1) Army Medical Department.

(2) Chaplains.

(3) Judge Advocate General's Corps.

(4) Staff Specialist.

(5) Civil Affairs.

(6) Women's Army Corps (requirements of sec. V apply).

c. Applicant must not have reached his 28th birthday at date of appointment. Waiver of maximum age limitations will be considered when—

(1) Applicant becomes overage due to administrative processing, provided the application was submitted within a reasonable period to permit normal processing and any delay encountered resulted from circumstances beyond the control of the applicant. To insure adequate time for processing, applicant should be encouraged to submit his application prior to his 27th birthday. Request for waiver, with detailed explanation of delay in processing will be submitted in accordance with paragraph 1-6*a*.

(2) The applicant possesses outstanding leadership qualifications for which a requirement exists. Requests for such waivers will be forwarded with recommendations from the area commander for final determination by the Department of the Army.

3-4. Special requirements. Personnel of the following categories may apply under this section.

a. Warrant officers and enlisted persons currently serving on active duty in any component of the Armed Forces in grades E-5 through E-9. Applicant must have completed at least 6 months honorable active duty in those grades in any component of the Armed Forces. Completion of the Army Precommission Correspondence Course is not required but is desirable for personnel without wartime service. Former warrant officers and enlisted personnel who have had 6 months active duty in the grade of warrant officer or in one of the upper five enlisted grades may become administratively eligible by enlistment or transfer as a Reservist of the Army in one of the upper five grades.

b. Army Reservists currently serving in active status in grades E-2 through E-4 subject to the following:

(1) Completion of 1 year of active duty in the Army or 1 year of active Reserve service and an initial tour of active duty for training.

(2) Satisfactory completion of the Army Precommission Correspondence Course.

(3) Possessing marked qualifications of such nature as to justify appointment prior to service in the upper five enlisted grades.

c. Reserve warrant officers and enlisted members in grades E-5 through E-9 who meet all of the following requirements.

(1) Are in an active status in the Army Reserve.

(2) Have satisfactorily completed Army Precommission Correspondence Course.

(3) Have completed an initial tour of active duty for training.

(4) Successful completion of a National Guard State Officers' Candidate School approved by Headquarters, Department of the Army will be substituted for (2) or (3) above. The CONUS Army commander concerned will be responsible for appointment of the individual on the date of graduation. Applicants will not be required to appear before an examining board.

d. Warrant officers and enlisted personnel of any component of the Armed Forces of the United States and former warrant officers and former enlisted personnel who have—

(1) Completed at least 1 year of honorable active duty in any of the Armed Forces of the United States, and

(2) At least a baccalaureate degree from an accredited college or university recognized by the Department of Health, Education, and Welfare, Office of Education, as listed in Directory, Higher Education.

Section III. APPOINTMENT OF CHAPLAINS

3-5. General. This section prescribes special requirements and procedures for appointment of qualified male personnel for assignment as chaplains. The provisions of chapter 1 and 2 apply except as otherwise provided in this section.

3-6. Special requirements. *a.* Applicants with prior service as chaplains in any component of the Armed Forces of the United States must meet the requirements shown in (2) below. Applicants for initial appointment in grades above second lieutenant and former officers without prior service as chaplains must meet the following criteria:

★(1) *Education*—

(*a*) Possess 120 semester hour undergraduate credits from a college or university listed in the issue of Education Directory, Part 3, Higher Education, published by the Department of Health, Education, and Welfare current at the time the credits were completed. An applicant who has completed work at a nonlisted school is acceptable if he presents a statement or transcript from a listed institution indicating that he has 120 semester hour credits acceptable to that institution.

(*b*) Possess 90 semester hour graduate credits or an appropriate graduate theological degree from a theological school listed in the Education Directory, or from a graduate school which is a component part of a college or university listed as accredited on the theological level in Part 3 of the Education Directory. An applicant who has completed work at a nonlisted graduate theological institution is acceptable if he presents a statement or transcript from a graduate theological institution, listed as accredited, indicating that he has 90 semester hour graduate credits or a graduate theological degree acceptable to that institution. Applicants in graduate theological schools, which are listed in the Directory, will be governed, where applicable, by the above criteria.

(*c*) As an exception to (*b*) above, a senior seminary student who qualifies under (*b*) above may apply 180 days prior to graduation and ordination, provided he requests appointment with concurrent active duty. Such applicant must submit, in addition to transcript of undergraduate credits, a consolidated transcript of graduate credits completed at the time of application and a statement from the registrar of the hours that will be completed upon graduation. The Chief of Chaplains will verify successful completion of graduate studies prior to appointment.

(2) *Ecclesiastical indorsement.* Each applicant must be—

(*a*) Accredited by and in good standing in a recognized religious denomination or organization.

(*b*) A fully ordained or accredited priest, rabbi, or minister of religion.

(*c*) Actively engaged in the pursuit of his religious vocation.

(*d*) Qualified spiritually, intellectually, and psychologically for the Army Chaplaincy.

(*e*) Granted ecclesiastical indorsement by the recognized agency of his denomination.

(*f*) Granted conditional ecclesiastical indorsement by the recognized agency of his denomination in lieu of ecclesiastical indorsement if he is a senior theological student requesting active duty. The conditional indorsement will indicate that he will receive full indorsement upon graduation from the seminary and/or ordination. The

★*c*. Applicants requiring a waiver of conviction of any of the offenses listed in paragraph 1-6*a* (3)(*a*), (*b*), or (*c*), will not be permitted to appear before a Federal Recognition Board prior to granting of waiver. Request for waivers will be forwarded to CDR, RCPAC, ATTN: AGUZ-PAD.

3-29. Personnel eligible to be appointed. To become an officer of the ARNGUS, and individual must first be appointed and Federally recognized in the same grade in the Army National Guard. Such individual must also meet the security standards prescribed in paragraph 1-4*h*.

3-30. Applications. Applications for appointment as Reserve commissioned or warrant officers of the Army will be submitted in accordance with NGR 600-100 and NGR 600-101 respectively.

3-31. Notice of appointment. Letters tendering appointments as Reserve commissioned or warrant officers of the Army will be dated as of the date actually issued. As an exception, when an officer is granted Federal recognition based upon temporary Federal recognition, the appointment will be of the date issued, but will be considered to have been accepted on, and deemed to have been effective from the date of such temporary Federal recognition.

Section X. APPOINTMENT AS RESERVE WARRANT OFFICERS OF THE ARMY

★**3-32. General.** This section prescribes special requirements for the appointment of Reserve warrant officers of the Army for service in the Army Reserve. Chapters 1 and 2 apply as provided in this section

3-33. Special requirements. *a*. Personnel listed below qualifying for warrant officer MOS currently authorized in AR 611-112 or AR 611-113 may apply for appointment under this section. Qualifications for award of MOS may be acquired by previous training and experience or attendance at a technical course of instruction leading to qualifications for warrant officer appointment as indicated in DA Pam 350-10. Although Reserve enlisted personnel and Reserve officers are eligible for appointment under this regulation, acceptance of appointment as a Reserve warrant officer will automatically terminate any other Reserve status held by the individual concerned. Such persons serving on active duty will be appointed only as authorized in paragraph 1-2*b*(2).

(1) Enlisted personnel of the Reserve components of the Armed Forces.

(2) Enlisted personnel in the active military service of the Armed Forces provided they are ordered to concurrent active duty as warrant officers under the provisions of paragraph 1-2*b*(2).

(3) Former warrant officers currently in civilian status. Applicants applying under this section, if otherwise qualified, will not be subject to the requirements of paragraphs 1-2 and 1-4*a* if appointed within 1 year after date of last discharge as a warrant officer.

(4) Warrant officers in the active military service holding only temporary appointments, without component, may request appointment as a Reserve warrant officer at any time prior to release from active duty.

(5) Officers and former officers who qualify for warrant officer MOS.

(6) Qualified technical experts or specialists who are former members of any component of any US Armed Force or civilian with no military status.

b. Applications for Army attaché career warrant officers will be limited to individuals who meet the requirements of AR 611-60 and have been assigned and performed duties in any Army attaché office for a period of at least 6 months in a military or civilian status.

★*c*. Applicants for the intelligence career fields must meet the requirements specified in AR 140-192.

d. Applicants for bandmaster must meet additional technical requirements. Evaluations are made in the following areas to determine the qualifications of each applicant:

(1) Civilian and service music education and experience.

★(2) Knowledge of sound band management, to include the operation of concert bands, dance bands and ensembles.

(3) Conducting capabilities to include baton techniques, musicality of presentation, rehearsal techniques, podium presence, military bearing, and sound leadership characteristics.

★(4) Technical capabilities, to include sight-singing, sight-reading, melodic dictation, harmonic dictation, aural and written harmony, arranging and knowledge of instrumentation. In those cases

where a definite evaluation cannot be made by a review of the application and allied papers, the CG, RCPAC, will direct that a technical examination be administered to the applicant by the bandmaster of the band at the CONUS Army headquarters or major oversea headquarters through which the applicant applied or at Headquarters, FORSCOM. All travel involved will be at the expense of the applicant.

★(5) Personnel applying for Army Band Officer will include the following items with their applications and allied papers:

(*a*) Chronological listing of all military and and civilian positions held to include specific scope of responsibilities.

(*b*) Representative list or programs of solos played or recitals given on major instruments for public performance.

(*c*) Representative list or programs of band numbers conducted in public performance.

CHAPTER 4

EXAMINING BOARDS

4-1. Appointment. ★*a.* Area commanders will appoint boards of officers to examine applicants for appointment when required. Boards will consist of an uneven number of commissioned officers of not less than three. All members should be of field grade if available. Officers in grade of captain may be used when a sufficient number of field grade officers are not available. In any event, members of the board must be serving in a grade equal to or higher than that under consideration. At least one member of the board must be of the branch for which the applicant is applying. Two members will be from the Active Army and, where possible, from the Regular Army. The member designated as president will be from the Active Army and will be the senior member. A commissioned officer Army aviator will be included as a member of the board when considering applicants for appointment with assignment in an aviation commissioned officer or warrant officer MOS. A rated aviation warrant officer may be used in lieu thereof if a commissioned officer is not available. Waiver of this requirement may be granted when a rated Army aviator is not accessible. A warrant officer of the speciality for which applicant is applying will be appointed to serve as a technical advisor (with vote) to examining board members when interviewing a warrant officer applicant. A commissioned officer with a MOS related to that of the specialty for which the applicant is applying may be appointed to serve as a technical advisor (with vote) when it is determined that an appropriate warrant officer is not available within a reasonable commuting distance and the substitute officer has the means and is willing to travel the distance involved. Authority to appoint boards may be delegated as follows:

(1) Installation commanders for applicants being considered for appointment in grades of major and below.

(2) Commanders of General Officer Commands and US Army Reserve Commands for applicant being considered for appointment in grade of lieutenant colonel if applicant held a previous appointment as a commissioned officer in the Armed Forces.

(3) Recruiting main stations for applicants being considered for appointment in the Women's Army Corps and concurrent active duty. Such boards will be appointed from recruiting main station personnel if practicable.

(4) The CG, USASA will appoint boards for those applications processed by CG, USASA as prescribed in paragraph 2-2*b*(5).

(5) The Defense Attaché will examine applicants for appointment with concurrent active duty as Attaché Technical Assistants, MOS 961A. Personnel serving at isolated stations with less than three commissioned officers assigned will be examined by the Defense Attaché and the Attaché Technical Assistant using DA Form 6225. These applications will be further examined by a board of MI officers appointed by the Chief, Military Intelligence Branch, HQDA (DAPC-OPD-MI).

(6) Installations commanded by a general officer will normally appoint boards to consider applications from personnel on active duty with the Army who are applying for concurrent active duty. When the installation is not commanded by a general officer, the application will be forwarded to the next higher headquarters in the normal chain of command. Installation commanders having general court-martial convening authority may appoint boards when it is determined an applicant is not within a reasonable commuting distance of the examining board.

(7) The US Army Military District of Washington will appoint boards for those applications as prescribed in paragraph 2-2*b*(8).

b. Boards will be convened as close as practicable to the location of the individual concerned.

c. Boards will be appointed and proceedings conducted in accordance with AR 15-6 and this regulation.

4-2. Notification to applicants. *a.* Upon receipt of the examining board of applications and allied papers required by the regulations under which individuals are applying for appointment, the president of the board will notify the applicants of

the time and place of appearance before the board. Travel and other expenses incurred by applicants not on active duty will not be chargeable to the Government.

b. Applicants will be so scheduled that, so far as practicable, no one need spend more than 1 day at the examining place.

c. When possible, applicants for the same branch will be scheduled in sequence so that the board member of that branch may sit without interruption.

d. When necessary, the applicant will be advised in advance of any additional information desired by the board or required by regulations to correct or complete an application.

4–3. Army Aptitude Area GT, Officer Candidate Test (OCT), and Officer Qualification Inventory (OQI). When required (para 1–4*c*), the Arithmetic Reasoning (AR) and the Verbal (VE) components of the Army Classification Battery (ACB) which produce a GT aptitude area score, the OCT, and the OQI will be administered. The test examiner will provide for a written statement showing the date and place test was administered, title and form of test, and score attained. Only those applicants attaining the required score will be authorized to continue with the examination.

4–4. Biographical information. Except as provided in paragraph 4–6*b*, the Board will administer WAC OCS Biographical Information test (DA Form 6215) for WAC applicants, or Officer Qualification Inventory (OQI), (DA Form 6263) for male applicants. Test components are listed in DA Pam 310–8. The board will not score test (para 2–3*c*(5)(*a*)).

4–5. Interviewing. Except as provided in paragraph 4–6*b*, the board will interview each applicant prior to having access to applications or allied papers. Instructions for conducting and recording results of the interview are listed in DA Pam 310–8.

a. For WAC applicants: WAC Officer Candidate Applicant Interview (Interview Record) (DA Form 6220).

b. For male applicants: Officer Leadership Board Interview (Interview Record) OLB–1 (DA Form 6227).

4–6. Appraisal of experience. *a. Applicants without prior commissioned officer service.* After interview, a rest period will be given the applicant while the board considers the application and allied papers. The board will then question the applicant on personal history, training, and experience to supplement the facts shown in the application and allied papers. This questioning will be led by the board member of the branch concerned. Technical competence will be inferred from the applicant's history and the impression made on the board during the interview. Each member of the board will make an individual, independent appraisal of the applicant on one of the forms listed in (1) and (2) below (original only). The word "civilian" will be substituted for "military" on the form listed in (1) below when the applicant is applying from civilian life and has not had military experience. When the applicant is considered better qualified for a branch other than the one applied for, the board may recommend such assignment.

(1) For commission applicants, except for Chaplain and Judge Advocate General Branches, use Interview Appraisal Sheet M (DA Form 6224).

(2) For warrant officer, Chaplain, and Judge Advocate General Branch applicants, use Interview Appraisal Sheet S (DA Form 6225). (This form will be modified to indicate warrant officer application when appropriate.)

b. Applicants with prior commissioned officer service. In recognition of commissioned or former commissioned officer status, board action will be limited to appraisal of experience. The board will examine the application and allied papers, question the applicant, and complete individual appraisal sheets in accordance with *a* above. Area commanders may waive this requirement when board action is not deemed necessary.

4–7. Disclosure of board action. *No applicant or any other unauthorized person will be advised of the recommendations of the examining board, nor will an applicant be given access to any of the material used by the board. The applicant will be informed that, regardless of the board's recommendation, appointment is subject to satisfactory test scores and decision of the appointing authority; and that appointments will be based on overall qualifications and the requirements of the military service.*

4-8. Disposition of records. *a.* The board will forward the following papers through channels to the area commander concerned for action:

(1) Report of proceedings of the board of officers.

(2) Copy of orders appointing board.

(3) Application and allied papers for each applicant.

(4) Test score statement, when required by paragraph 4-3.

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BOOK NO

MESSAGE HANDLING INSTRUCTIONS

FROM: DA STL MO //AGUZ-RPC-PR//

TO: ALL HOLDERS OF ID OF AR 135-100 Rec'd 3 Dec 74

UNCLAS

SUBJ: Interim Change to AR 135-100

1. This interim change is being distributed through publications pinpoint distribution system to all holders of AR 135-100. Pending revision and by order of the Secretary of the Army, the following is an interim change to AR 135-100, 17 March 1972, and is effective immediately.

2. Subparagraph 1-2a(1), page 1-1, is superseded as follows:

(1) Mobilization designee table of distribution vacancies only upon announcement of such vacancies in an Army-wide procurement program published in a Department of the Army message.

3. Subparagraph 1-2b(4), page 1-1, is added as follows:

(4) Mobilization designee table of distribution vacancies only upon announcement of such vacancies in an Army-wide procurement program published in a Department of the Army message.

4. Subparagraph 1-4h(1)(b), page 1-4, is superseded as follows:

(b) Files of the US Army Investigative Records Repository (USAIRR), Fort Meade, MD will be screened on all applicants for appointment with

DISTR:

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Mr. Perry MilPersMgtSp AGUZ-RPC-PR
16 Oct 74 X7669

RELEASER TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE
WALLACE W. NOLL, COL, FA, DIR, RCPD

SIGNATURE Wallace W. Noll

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FROM:

TO:

concurrent active duty. Applicants for appointment without concurrent active duty will be screened as indicated in (2) below.

5. Paragraph 1-5n, page 1-6, age entry in last sentence is amended to read age 62.

6. Paragraph 2-1a, page 2-1, is expanded by adding:

(4) When submitted under section V, chapter 3--

(a) Applicant will indicate WAC in branch preferences and in addition will include three other preferences from the combat support and combat service support branches.

(b) Item 32 will include a statement that the individual understands that, if accepted for appointment, her application for branch detail is not a commitment by the Army or the individual, and that branch detail selections are made in accordance with the Army's needs and the individual's qualifications.

7. Paragraph 2-1y, page 2-3, line 1 add "female" immediately preceding the word "applicants".

8. Subparagraph 2-2a(6), page 2-4, is changed to read:

(6) Through the Army commander to the CDR, RCPAC, ATTN:

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TO:

AGUZ-PAD for applicants to fill Mobilization Designee table of distribution vacancies.

9. Subparagraph 2-2b(5), page 2-4, is amended as follows:

(5) Personnel on active duty with any of the other Army Forces . . . through USASA channels.

10. Subparagraph 2-2b(8), page 2-4, is added as follows:

(8) Personnel on active duty with the Army assigned to activities in the District of Columbia who are not within a geographic area of responsibility of an installation commander will submit their application for processing to the Military District of Washington commander in CONUS.

11. Subparagraph 2-3a(6), page 2-4, is amended to read:

(6) Process applicants for appointment under paragraph 2-2b(7) or (8) with authority to appoint examining boards (para 4-1a(6) or (7)). The application will be processed in accordance with paragraph 2-3c(1) through (9) below.

12. Paragraph 2-10c, page 2-7, is changed to read:

c. Forms. Report will be submitted on DA Form 2490 which will be obtained from AG publication channels.

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13. Subparagraph 3-16a(2), page 3-7, is superseded as follows:

(2) Applicants will apply for assignment to the WAC branch and concurrent detail to a combat support or combat service support branch (see AR 10-6 and DA Pamphlet 600-3). Appointment will be in the grade authorized for comparable male applicants assigned to the same branch.

14. Subparagraph 3-16b(2), page 3-7, is superseded as follows:

(2) Applicants will apply for assignment to the WAC branch and concurrent detail to a combat support or combat service support branch (see AR 10-6 and DA Pamphlet 600-3). Appointments will be in the grade authorized for comparable male applicants assigned to the same branch, but not above the grade of lieutenant colonel.

15. Paragraph 3-17c, page 3-7, is amended to read:

c. Applications for concurrent active duty will include the following agreement:

"If appointed and ordered to active duty, I agree to serve on active duty as an officer for a period of 2 years, including the time spent in attendance at the WAC officer orientation course and the basic

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TO:

course of the branch to which I am detailed. I understand that if I fail to satisfactorily complete these required courses my Reserve commission may be terminated.

16. Subparagraph 4-1a(6), page 4-1, is superseded as follows:

(6) Installations commanded by a general officer will normally appoint boards to consider applications from personnel on active duty with the Army that are applying for concurrent active duty. When the installation is not commanded by a general officer, the application will be forwarded to the next higher headquarters in the normal chain of command. Installation commanders having general court-martial convening authority may appoint boards when it is determined an applicant is not within a reasonable commuting distance to the examining board.

17. Subparagraph 4-1a(7), page 4-1, is added as follows:

(7) The Military District of Washington will appoint boards for those applications as prescribed in paragraph 2-2b(8).

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S/S Ch 3 3 Apr 75

CHAPTER 1

GENERAL

★**1-1. Purpose.** This regulation establishes responsibility and provides procedures for the appointment of male and female commissioned and warrant officers in the Reserve components of the Army. Exceptions to this regulation will be made only by HQDA on an individual basis. This regulation does not govern appointments of Reserve general officer grades (AR 135-156); Army Medical Department commissioned officers (AR 135-101, AR 601-139); graduates of senior ROTC units (AR 145-1); or, graduates of officer candidate schools (AR 351-5, AR 140-50).

1-2. Appointment limitations. Appointment of qualified applicants are limited to—

a. Commissioned officers to fill—

★(1) Mobilization designee table of distribution vacancies only upon announcement of such vacancies in an Army-wide procurement program published in a Department of the Army circular.

★(2) Ready Reserve troop program unit vacancies. Applications for direct appointment will be processed for position vacancies only when there is no qualified officer available. (See para 2-3*a*(3) for statement required in this instance.) This requirement is not applicable to enlisted personnel applying for OCS.

★(3) The grade of captain and below to meet the need for Ready Reserve reinforcements for assignment to the Control Group (Reinforcement). Appointments will be tendered only to exceptionally well qualified individuals who cannot otherwise obtain a commission because of lack of position vacancy in USAR units or inability to join a unit due to geographical location.

(4) Active duty requirements when qualified Reserve officers are not available.

b. Warrant officers to fill—

(1) Ready Reserve troop program unit vacancies based on MOS requirement regardless of the number of warrant officers assigned provided warrant officers assigned as overstrength who are not qualified in the MOS required for the position vacancy, are first given the opportunity to become qualified in the MOS and accept assignment to the position. (See para 2-3*a*(3) for statement required in this instance.)

★(2) Active duty requirements under specific allocations announced by HQDA, when qualified Reserve warrant officers are not available.

(3) Department of the Army announced quotas for Ready Reserve Reinforcements under allocations by career warrants for assignment to a Ready Reserve Control Group.

c. The restrictions in *a* above do not apply to warrant officers and enlisted personnel in the Active Army, Reserve officers in a grade above colonel who cease to occupy a position commensurate with their grade, Regular Army officers applying for appointment in the Army Reserve concurrent with their unqualified resignation, and National Oceanic and Atmospheric Administration officers eligible for appointment as an exception to the provisions of paragraph 1-5*e*.

★**1-3. Appointing authority.** The authority to tender appointments in accordance with paragraph 2-2 is delegated as follows (see AR 135-101 and AR 601-139 for Army Medical Department Branches):

a. Headquarters, Department of the Army. The Adjutant General (CG, RCPAC) for the appointment of ARNGUS and USAR commissioned and warrant officers, except general officers, with or without concurrent active duty.

b. Area commanders. For the appointment of USAR commissioned and warrant officers residing within the geographical area of their commands. This authority may not be further delegated except to commanding generals of US Army Support Command, Hawaii; US Army Base Command Okinawa, US Army, Japan; Eighth US Army, Korea; and US Army Support, Thailand; when appointment with concurrent active duty has been approved at HQDA. Appointments will not be effected in the following cases without prior approval of HQDA:

(1) When concurrent active duty is requested.

(2) In grade of lieutenant colonel of higher if applicant has not had prior service in the grade in which appointment is to be tendered.

(3) When the applicant has been previously separated from the service with severance pay.

(4) For assignment in the following branches:

(*a*) Chaplain.

(*b*) Judge Advocate General's Corps.

(*c*) Staff Specialist.

(*d*) Women's Army Corps

(5) Any application submitted under section VI, chapter 3.

(6) When warrant officer assignment is for—

(*a*) Army Bandmaster.

(*b*) Military Police Corps. See AR 195–3.

c. Excepted appointments. As an exception to *a* and *b* above, the Commandants, Army Aviation School and US Army Primary Helicopter School, and the Deputy Commandant, US Army Aviation School Element, will tender appointments in the USAR to enlisted graduates of the Warrant Officer Rotary Wing Aviator Course and the Warrant Officer Fixed Wing Aviator Course (AR 611–85).

1–4. Eligibility criteria. Individuals possessing the qualifications in *a* through *i* below may apply for appointment, except those individuals enrolled in or formally approved for officer candidate school or prewarrant programs.

a. Age. Minimum and maximum age limitations are shown in table 1–1. The applicant must not have reached the birthday of the maximum age indicated prior to appointment.

b. Citizenship.

(1) Except for medical, dental, and allied category specialists liable for induction, and as indicated in (2) below, an applicant must be a US citizen or have lawfully entered the United States for permanent residence under applicable provisions of the Immigration and Naturalization Act as amended, unless he is currently serving, or has served previously in the Armed Forces of the United States. Foreign nationals living in the United States or its possessions who have not applied for permanent residence (nondeclarant alien) may submit application for initial appointment with the provision that if acceptable, application for permanent residence will be made.

(2) Applicants for Military Intelligence and Civil Affairs Branches must be citizens of the United States.

(3) Under no circumstances will appointment be made from the following categories:

(*a*) Applicants who have been convicted of wartime desertion or evasion of military service, as specified in the Immigration and Naturalization Act.

(*b*) Any individual barred from citizenship because of having applied for and having been relieved or discharged from service in the Armed Forces by reason of alienage.

c. Mental.

(1) Male applicants for appointment as a commissioned officer must achieve a score of 110 or higher on Aptitude Area GT of the Army Classification Battery or the Army Qualification Battery; a score of 115 or higher on the Officer Candidate Test; and a minimum composite Officer Candidate Test/Officer Qualification Inventory (OCT OQI) score of 200. All applicants for appointment as a warrant officer must have a recorded standard score of 110 or

higher on the Army Aptitude Area GT. When the required score (s) is not recorded, the applicant must be tested to determine his mental qualification.

(2) Provisions of (1) above are not applicable for appointment—

(*a*) In the Army Medical Department, Chaplain's Branch, or Judge Advocate General's Corp.

(*b*) Of former commissioned officers applying for reappointment as a commissioned officer or appointment as a warrant officer.

(*c*) Of former warrant officers applying for reappointment as a warrant officer.

(3) Applicants from one of the other Armed Forces will be required to submit evidence of attainment of a qualifying score on OCT and Aptitude Area GT, or the equivalent as measured by a counterpart of Aptitude Area GT, as shown in table 1–2, unless excepted therefrom under (2) above. If available, records of scores will be forwarded by the custodian of the applicant's personnel records to the commander of the Army installation processing the application. If required test scores are not available, arrangements will be made to administer the verbal and arithmetic tests of the Army Classification Battery at the Army installation processing the application. Aptitude Area GT scores will be computed in accordance with the instructions contained in DA Pam 611–100. The test control officer will submit the test results to the commander processing the application.

d. Education. Each applicant must—

(1) Have demonstrated understanding and proficiency in the English language. Applicants whose mother tongue is other than English will be carefully examined by the board to insure that their command of the English language is sufficient to enable them to perform as officers.

(2) For appointment as a commissioned officer, be a graduate of a high school or school of comparable level, or pass the General Education Development Test (high school level or higher) and meet any additional requirements for specific branches.

(3) For appointment as a warrant officer, have sufficient education and practical experience to insure satisfactory performance of duties of the classification for which application is made.

e. Character. Each applicant must be of good moral character.

f. Leadership. Applicants must possess qualifications as potential leaders and have the ability to deal effectively with people. Such qualifications may be evaluated in terms of the applicant's background and experience.

g. Medical.

(1) Medical requirements are prescribed in AR 140–120, and chapter 2 and paragraph 7–15, AR 40–501.

(*a*) *For flight training.* A Type B medical examination as prescribed in chapter 10 and appendix IX, AR 40–501, to meet class 1A flying duty medical fitness standards in chapter 4, AR 40–501.

(*b*) *For continuance of aviation duty.* A Type B medical examination as prescribed in chapter 10 and appendix IX, AR 40–501, to meet class II flying duty medical standards prescribed in chapter 4, AR 40–501.

(*c*) *For all other personnel.* A Type A medical examination as prescribed in chapter 10 and appendix IX, AR 40–501, to meet medical fitness standards prescribed in chapter 3, AR 40–501.

(2; The area commander will process medical examinations and waivers as follows:

(*a*) Forward class 1A flying duty medical examinations to HQDA (DASG–HES) Washington, DC 20314, for review. Waivers will not be granted.

(*b*) Designate flight surgeons or aviation medical officers to review all class II and class III flying duty medical examinations. Individual cases of questionable or controversial nature may be forwarded direct to HQDA (DASG–HES) Washington, DC 20314, for review.

(*c*) Take action on all other reports of medical examinations.

h. Security requirements.

(1) Army area commanders will insure that the following files are screened, with favorable results before tendering appointment.

(*a*) Military Personnel Records Jacket,

US Army (DA Form 201). If available, screen the equivalent file for other Armed Forces applicants.

(*b*) Files of the US Army Investigative Records Repository (USAIRR), Fort Holabird, MD except as indicated in (2) below.

(2) USAIRR files will not be screened if evidence indicates favorable National Agency Check (NAC) within the past 24 months provided—

(*a*) Service has been continuous, and

(*b*) Screening of the DA Form 201 is favorable.

(3) When suitability information is contained in the USAIRR files the area commander will establish boards to—

(*a*) Evaluate such information.

(*b*) Determine whether information should be submitted to the CG, RCPAC as a possible bar to appointment.

(4) When a USAIRR file check reveals—

(*a*) No record of a NAC having been completed and current clearance is less than 5 years old, a new NAC is not required provided service has been continuous for the past 5 years, and screening of the DA Form 201 is favorable.

(*b*) No record of a NAC having been completed and current clearance is more than 5 years old, the area commanders will initiate action to obtain a NAC.

(5) A cryptographic clearance is required for each applicant for assignment to Army Security Specialties. Applicants for appointment with assignment to Military Intelligence Branch will be informed that background investigation and final clearance may take up to 12 months. All applicants for Military Intelligence except those for MOS 963A, PW Interrogator, must be declared eligible for access to Special Intelligence. A background investigation is required for all alien personnel prior to their appointment as officers in the USAR.

(6) USAIRR files will always be screened on applicants from one of the other Armed Forces.

(7) Waivers of above requirements will not be granted, except as outlined in paragraph 3-18.

i. Examining boards. Applicants must appear before an examining board as prescribed in chapter 4, except those individuals applying under paragraph 1-5*c*(4)(*b*) and 1-5*c*(5) and 1-5*e*(2), and as otherwise provided for in this regulation or in regulations governing specific appointments.

1-5. Ineligibles. The following persons are not eligible for appointment unless waiver is authorized under the provisions of paragraph 1-6:

a. Conscientious objectors, except those classified by Selective Service as 1-A-O who volunteer for noncombat service with concurrent active duty. See paragraph 2-1*j* for statement required for such applicants.

b. Persons who have been adjudged youthful offenders or have a record of convictions by any type of military or civil court, excluding minor traffic violations involving a fine or forfeiture of $50 or less and excluding action taken under Article of War 104 or Article 15, Uniform Code of Military Justice.

c. Persons dropped from the rolls or released from active duty, or separated from any component of the Armed Forces of the United States for any of the following reasons:

(1) Under other than honorable conditions. If, upon appeal, an individual's discharge was changed to separation "under honorable conditions," he is not eligible for appointment solely because of such change. The change in the character of discharge does not alter the official record of the individual's service. Appointment will be tendered or refused, based upon the facts and merit of the individual case.

(2) For unsatisfactory service.

(3) Resignation for the good of the service in lieu of court-martial, elimination, or any form of disciplinary or corrective action.

(4) Commissioned officers having been twice passed over for promotion or otherwise released from active duty or active status because of failure to be promoted to a higher commissioned grade except—

(*a*) Individuals in this category are eligible to apply for appointment as warrant officer USAR if otherwise qualified.

★(*b*) A Regular Army officer with less than 20 years of active Federal service who is discharged because of failure, after second consideration, to be selected for RA promotion, or who voluntarily resigns prior to discharge from the RA may apply to CDR, RCPAC, ATTN: AGUZ-PAD, 9700 Page Blvd., St. Louis, MO 63132, for a Reserve commission. If it is determined that the applicant can be utilized in a Reserve status during mobilization, he may be appointed in active Reserve status without regard to the limitations in paragraph 1-2, or, if he desires, he may request concurrent transfer to the retired Reserve. However, personnel so appointed will not be brought to active duty under any procurement program except *an involuntary order to active duty during a mobilization.*

★(5) USAR warrant officers having been twice passed over for AUS or USAR promotion to a higher warrant officer grade are ineligible for appointment as commissioned officers or warrant officers. A regular Army warrant officer with less than 20 years of active Federal service who is discharged because of failure, after second consideration, to be selected for promotion, or who voluntarily resigns prior to discharge therefor, may apply to CDR, RCPAC, ATTN: PAD, for a Reserve warrant. If it is determined that the applicant can be utilized in a Reserve status during mobilization, he may be appointed in an active Reserve status without regard to the limitations in paragraph 1-2, or if he desires, he may request concurrent transfer to the retired Reserve. However, personnel so appointed will not be brought to active duty under any procurement program except *an involuntary order to active duty, during a mobilization.*

★(6) Having been separated from any component of the Armed Forces as a security risk. Applications filed by individuals who were under security investigation at time of their separation will be forwarded to the CDR, RCPAC, ATTN: PAD.

★(7) For failure to maintain eligibility for retention in an active Reserve status. After a lapse of 1 year, an individual may be considered for appointment if the obstacles to active Reserve participation have been removed. An individual in this category must—

(*a*) Prove conclusively a valid reason for nonparticipation existed but is no longer an obstacle.

(*b*) Agree to participate actively if appointed.

d. Commissioned officers, warrant officers, and enlisted personnel drawing retired pay for services with any of the Armed Forces.

e. Commissioned officers of the Regular components of the Armed Forces, Public Health Service, and National Oceanic and Atmospheric Administration, except—

(1) Officers of the Regular Army as indicated in *c*(4) (*b*) above, and

★(2) Officers commissioned from the Army ROTC program who are about to be separated from the National Oceanic and Atmospheric Administration prior to completion of at least 6 years' active duty. Such officers will be appointed upon discharge from the National Oceanic and Atmospheric Administration, if otherwise qualified, without regard to the provisions of paragraph 2-3*c*(4)(*c*).

f. Cadets, United States Military Academy, United States Air Force Academy and United States Coast Guard Academy, and midshipmen, United States Naval Academy.

g. Individuals who are pursuing a course of graduate study in one of the health professions (medicine, osteopathy, dentistry, veterinary medicine, or optometry) except those participating in programs sponsored by the Surgeon General.

★*h.* Applicants whose appointment would cause them to hold simultaneously more than one Reserve status. This does not preclude appointment when separation from the current Reserve status can be accomplished. For example, an Army/Reserve member on active duty cannot be separated from his current status so long as he is to remain on active duty in that status. His appointment to another Reserve status will not be made unless he is to be placed on active duty under the new Reserve status.

i. Individuals denied retired pay or annuities under the so-called "Hiss Act" (Act of 1 September 1954 (68 Stat. 1142), as amended (5 USC 8311 et seq.)).

j. Individuals who are, or have been, members of any foreign or domestic organization, association, movement, group, or combination of persons advocating a subversive policy or seeking to alter

the form of government by unconstitutional means, whose case has not been adjudicated favorably by the Department of the Army.

k. Citizens of the United States residing in a foreign country, except those—

(1) Residing in a country where the United States has troops stationed, or

(2) Residing in a country where the United States has a military mission, advisory or similar group, or

(3) Employed by the US Government and on duty with an Embassy, Legation, or Consular office of the United States.

(4) Residing in an area occupied by the Armed Forces of the United States.

Note. Request to obtain the official consent of the country in which they reside to accept appointment as a USAR commissioned or warrant officer from individuals in (1), (2), or (3) above will be submitted through diplomatic channels.

l. Except as indicated in AR 135-101 and AR 601-139, applicants with a Selective Service classification of 1-A, or whose classification could be changed to 1-A; with loss of deferment status, except when applying for appointment with concurrent active duty.

m. Enlisted members of the Reserve components of the Armed Forces of the United States with a remaining service obligation who have not completed an initial tour of active duty or active duty for training. Applications may be accepted from such applicants when concurrent active duty is requested.

n. Applicants for appointment as commissioned officer who are unable to complete 20 years creditable service for retirement or retired pay prior to mandatory removal from an active status or those applying for concurrent active duty who are unable to qualify for retirement under title 10, United States Code, section 3911, prior to attaining 28 years' service as computed under the provisions of title 10, United States Code, section 3853. Applicants for warrant officer appointment who are unable to complete 20 years of satisfactory active Federal service prior to age 26.

o. Individuals transferred to the Standby Reserve or discharged from the Army as a result of approved exemption from involuntary order to active duty as a member of the Ready Reserve.

p. Those who are in the military service of a foreign government, or those employed by a foreign government.

q. Individuals will not be initially appointed under sections VI, VII, or VIII, chapter 3, who currently hold an appointment as a commissioned officer in the USAR. Further, no person will be appointed whose separation from previous service was under circumstances that indicate there is an attempt to circumvent normal promotion procedures.

r. Regular Army warrant officers may not be appointed if the appointment would cause them to hold dual status. Regular Army warrant officers may apply for direct appointment under this regulation provided a resignation from their present status is submitted.

1-6. Waiver. Request for waiver will be submitted with the application and must contain complete justification, including recommendations of intermediate commanders when applicable. Request for waiver will be processed as indicated in *a* through *c* below.

★*a.* The following requests will be forwarded to the CDR, RCPAC, ATTN: AGUZ-PAD:

(1) All requests for waiver of maximum age and grade under section II, chapter 3. Waiver of minimum age will not be authorized. Exceptions to maximum age, education, experience, and military training will be considered when individuals possess unusual skills or technical qualifications fulfilling a specific need. Waiver of both education and experience will not be considered for appointment under section VI, chapter 3.

(2) Waiver for appointment in the grade of lieutenant colonel and colonel of applicants without prior commissioned service.

(3) Waiver of conviction of the following offenses will be submitted with the application and evaluated with the National Agency Check:

(*a*) Felony under local, Federal, or military law.

(*b*) One which resulted in sentence to confinement in prison, stockade, or detention area, or in sentence to hard labor.

(*c*) One involving moral turpitude.

(4) Applications from individuals employed by a foreign government for final determination by the Secretary of the Army.

CHAPTER 2

PROCESSING

2-1. Applications and allied papers. Applications for appointment will include the following documents, except as indicated in *s* and *t* below:

a. DA Form 61 (Application for Appointment) in triplicate.

(1) When submitted under section VI, chapter 3, the specialty for which applying will be shown below in Item 32.

(2) Individuals currently holding any other USAR status will include a statement in Item 32 that they understand their present Reserve status will be vacated by acceptance of appointment.

(3) Individuals serving in oversea commands will include in Item 32 the scheduled date of return to CONUS or rotation to another location in an oversea command.

b. Documentary evidence of educational qualifications. Consolidated transcripts of college and university study will be signed by an official of the institution attended. Photostatic or true copies are acceptable.

★*c.* DD Form 398 (Statement of Personal History) in duplicate.

d. Forms required for completion of personnel security investigation as specified in AR 381-130. Applications for appointment and concurrent active duty will include a statement that a National Agency Check or other investigation of broader scope has been initiated (date intiated) or that such investigation has been conducted previously, with identifying date.

e. Standard Form 88 (Report of Medical Examination) will be prepared in duplicate and Standard Form 93 (Report of Medical History) will be prepared in original only. If a previous medical examination is valid under AR 40-501, a new medical examination will be required only if the appointing authority has reason to question the medical fitness of the applicant, or if the applicant requests an examination. Any applicant drawing a pension, disability compensation, or retirement pay must undergo a medical fitness examination regardless of how recently his last medical examination was completed. Applicants, except members of the other Armed Forces, applying for appointment with concurrent active duty will not be required to undergo a medical examination until notification is received from the CG, RCPAC, of selection for appointment. Applicants for appointment without concurrent active duty will not be required to undergo medical examinations until selected for appointment.

f. Additional information required for appointment in Military Intelligence and Military Police Corps.

(1) Applications for Military Intelligence Branch with concurrent active duty will, without regard to any prior investigation completed, include five copies of DD Form 398 (Statement of Personal History) with all applicable items completed as prescribed in AR 381-130 and record of prior clearances entered on the last page of DD Form 398 from personnel records; two copies of FD Form 258 (Fingerprint Card): DD Form 1584 (Department of Defense National Agency Check Request); and two full length photographs approximately post card size.

(2) Applications for Military Intelligence Branch without concurrent active duty will include the documents prescribed in AR 140-192 and AR 614-103.

(3) Applications for appointment as a warrant officer in the Military Police Corps will include documents prescribed in AR 195-3.

g. Photostatic copy of DA Form 152 (Certificate of Completion of Course) when required.

h. DA Form 160 (Application for Active Duty) in duplicate, when applying for concurrent active duty. Individuals who are members of the other Armed Forces when applying for MOS requiring completion of specific Army courses must indicate in Item 13 (Remarks) completion of equivalent formal instruction within the specific area. Applications must contain evidence indicating courses completed and scope of instruction.

i. A signed statement will be furnished by former conscientious objectors expressing abandonment of such beliefs so far as they pertain to their willingness to bear arms and to give full and unqualified military service to the United States and agreeing that they will not apply for separation by reason of conscientious objection during the period of their contracted agreement.

j. A statement by a conscientious objector applying for appointment in the Chaplains Branch or a corps of the Army Medical Department (except Veterinary Corps) to the effect that he conscientiously objects to combat service but is willing to perform full and unqualified service as a Chaplain or officer of the Army Medical Department (except Veterinary Corps). Conscientious objectors applying under the provisions of this paragraph must possess a Selective Service classification of no higher than 1-A-0 (as opposed to I-O).

k. Members of Reserve components not on active duty, of the Navy, Air Force, Marine Corps, Coast Guard, and Public Health Service, must submit a conditional release obtained through official channels. Members of the other Armed Forces (except US Coast Guard) on active duty will be accepted and processed without statement of conditional release from the losing service. Applications from members of the US Coast Guard must be accompanied by a conditional release or a copy of a request for such release.

l. A statement from the State adjutant general that a member of the ARNG or ARNGUS applying for appointment, if tendered an appointment, will be separated from his National Guard status.

m. Non-prior-service male applicants under 26 years of age who have not previously incurred a service obligation under the Military Selective Service Act of 1967 will complete Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment (DA Form 3574) in triplicate.

n. Prior-service applicants appointed following a break in service, female applicants and non-prior-service applicants over 26 years of age will complete Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment (DA Form 3575) in triplicate.

o. An individual not a citizen of the United States by birth will submit a statement as shown in figure 2-2. Children born of an American parent or parents outside the United States acquire citizenship through the parent or parents. Citizenship verification of persons born abroad of an American parent or parents will be made in one of two ways:

(1) Presentation of a Certificate of Citizenship (Form N-600) issued by the Immigration and Naturalization Service. To preclude a future challenge to their claim of citizenship, applicants not having this document should be advised to make application at the nearest office of the Immigration and Naturalization Service.

★(2) Presentation of an authenticated copy of Department of State Form 240—Report of Birth Abroad of a Citizen of the United States of America. This form is also referred to as the Consular Report of Birth. Applicants may obtain this document from the Authentication Officer, Department of State, Washington, DC 20520.

p. The following signed statement from an applicant requesting concurrent active duty with assignment as a Chaplain who may not because of the provisions of title 10, U.S.C. 3848, be able to qualify for retirement under 10 U.S.C. 3911. This statement is not required for those individuals who cannot qualify for retirement under 10 U.S.C. 3911 prior to attaining age 60.

I understand that, because of my age, the possibility of my becoming entitled to military retirement benefits under existing legislation is contingent upon the passage of future events which are not accurately predictable at this time.

q. Applicants will complete a chronological listing of all civilian employment and degree of responsibility at each position.

r. A statement by applicants who are enlisted members of the Reserve components of the Armed Forces and who have completed 6 months active duty or an initial tour of ADT acknowledging that if their induction is caused by failure to participate satisfactorily in required training, they will be ineligible for active duty as an officer or warrant officer and their commission or warrant will be terminated.

s. In lieu of formal application the following may request appointment in letter form:

(1) Regular Army officers applying for USAR appointment concurrent with Regular Army resignation.

(2) Individuals currently serving on active duty as officers of the other Armed Forces when applying for appointment with concurrent active duty as prescribed in AR 614-120.

(3) Warrant officers applying under paragraph 3-33*a*(3) and (4), and former officers under paragraph 3-33*a*(5) when applying within 1 year from date of discharge. Such applicant must meet requirements of paragraph 1-4*g*.

★(4) USAR officers applying for appointment in another branch or grade. Such applicants must

furnish documentary evidence of educational level as required for the branch and any additional forms, documents, or information as required by other regulations or the section of those regulations governing the particular branch. In addition, a current medical examination as prescribed in AR 140-120 is required.

★*t.* For members of the National Oceanic and Atmospheric Administration applying under paragraph 1-5*e*, the forms required by *a*, *c*, *d*, and *f* above.

u. Name in which appointed. Ordinarily, applicants will be appointed in the name reflected in a birth, baptismal, citizenship, or naturalization certificate, or court order authorizing a change of name. An individual may be appointed at his request, in the name by which he is known in his community, provided the assumption of that name was not for fraudulent purposes.

★(1) Applicants desiring to be appointed in a name as indicated above will be required to complete DA Form 3284-R (Applicant's Statement of Name Change) (image size 7 by 9⅞ inches) which will be locally reproduced on 8- by 10½-inch paper (fig. 2-1). The signatures of two individuals who can attest to the truth of the applicant's statement must be affixed to the statement below the applicant's signature. It is preferable that the witnesses include his natural parents, stepparents, or legal guardian. However, in appropriate cases, the witnesses may include reliable members of the community, such as school officials, clergy, close relatives, and neighbors.

(2) In appropriate cases, the DD Form 369 (Police Record Check) should be accomplished reflecting both the name as recorded on one of the official documents indicated above, and the name assumed by the individual.

v. A copy of enlisted applicant's DA Form 20 (Enlisted Qualification Record) will accompany the application. Applicants who are members of the Air Force, Navy, Marine Corps, or US Coast Guard will submit a copy of the equivalent form used by the parent service.

w. Individuals with more than 17 years of active Federal service who apply for appointment as a warrant officer with concurrent active duty must complete the following statement:

I, _____, hereby volunteer to remain on active duty for a period of 3 years in warrant officer status subsequent to my appointment and/or call to active duty. I understand that my retention on active duty during this period is subject to the normal release provisions outlined in AR 635-100. I further understand that I may not be voluntarily retired prior to completion of this service obligation.

x. A statement signed by a responsible official from one of the other Armed Forces that a favorable NAC (para 1-4*h*) exists on an individual serving on active duty with that Armed Force will be accepted by the Department of the Army. The statement must indicate the date and by whom the NAC was completed. Certification by the applicant is not acceptable.

★*y.* All applications from applicants for appointment in the USAR as commissioned or warrant officers will include a statement of marital status and number and ages of dependents under 18 years of age. In addition to the above information, all female applicants will sign and submit the following statement:

I understand that if I am selected for appointment and/or active duty that I will be expected to accept such assignments as are in the best interest of the service regardless of my marital status and/or responsibility for dependents; and that it is my responsibility to make appropriate arrangements for the care of my dependents should I be required to perform duty in an area where dependents are not permitted.

2-2. Submission of application. Applications for appointment will be submitted and processed under this chapter, except that applicants for appointment under chapter 3 must meet special requirements outlined in that chapter. Applications for appointment in the Army Nurse Corps and the Army Medical Specialist Corps will be guided by AR 601-139 and applicants for appointments in the other corps of the Army Medical Department by AR 135-101. No command or headquarters, except that conducting the evaluation board (para 2-3*c* (4) (*c*)) will hold an application beyond 5 working days. Applications will be submitted as follows:

★*a.* For appointment with assignment to Army Reserve troop program units, mobilization designee table of distribution vacancies and Ready Reserve Reinforcement vacancies—

(1) Through the unit commander for enlisted and warrant officer members of active Reserve units.

(2) Through the commander of the unit where assignment is requested for individuals not members of the Army Reserve.

(3) Through the commanding officer of the unit where applicant is assigned for duty when individual is currently on active duty.

(4) Through the CDR, RCPAC, ATTN: AGUZ-PAD or the oversea area commander as appropriate for applicants who are nonunit members of the Ready Reserve or members of the Standby Reserve.

(5) Through Army commander for Ready Reserve Reinforcement vacancies except those submitted through (4) above.

(6) Through the CDR, RCPAC, ATTN: AGUZ-PAD for applicants to fill Mobilization Designee table of distribution vacancies.

b. For appointment with concurrent active duty.

★(1) USAR personnel who are members of a troop program unit will submit applications through the unit commander direct to the appropriate area commander. Nonunit USAR personnel will submit applications direct to CDR, RCPAC, ATTN: AGUZ-PAD or appropriate oversea area commander.

(2) ARNGUS personnel will submit applications through normal Army National Guard channels to the appropriate State adjutant general who will forward the approved applications to the appropriate area commander.

(3) Individuals from civilian status will submit applications direct to the appropriate area commander.

★(4) Applications for appointment in the Chaplains Branch will be forwarded by the applicant direct to HQDA (DACH-ZA) WASH DC 20314.

★(5) Personnel on active duty with any of the Armed Forces will submit applications to the commander having custody of their personnel records who will forward the application to the appropriate area commander, except those applications generated internally within USASA for appointment in the Military Intelligence Branch, or as warrant officer in a USASA MOS (283A, 051A, 052A, 053A, 285A, 981A, 982A, 983A, or 988A). This type of application will be processed through USASA channels and forwarded to Commander, US Army Security Agency, Arlington Hall Station, Arlington, VA 22212, for processing. Applicants for a USASA MOS who are not assigned to USASA will be processed through USASA channels.

★(6) Applications from Air Force members who are OSI agents will be forwarded through AF District Offices to the Directorate of Special Investigations (AFISIM) for indication of date the applicant can be made available if selected. Applications will be forwarded by the Director of Special Investigations direct to CDR, RCPAC, ATTN: AGUZ-PAD, 9700 Page Boulevard, St. Louis, MO 63132.

★(7) Personnel on active duty with the Army will submit applications to the commander having custody of their personnel records who will forward the applications through installation commander direct to the CDR, RCPAC, ATTN: AGUZ-PAD.

★**2-3. Processing of application.** *a*. The commander initially receiving the application will—

(1) Review applications for completeness and determine applicant's administrative eligibility to apply for appointment.

(2) Return application if applicant does not meet the basic administrative prerequisites for appointment, giving the reasons for rejection.

(3) Include the following statement, signed by the unit commander, in forwarding indorsement, when the application is to fill a vacancy in troop program unit:

Appropriate position vacancy exists in this unit in the grade of ———————— and MOS of ————————, TDA/TOE ————————, paragraph ———————— and line number ————————, branch ————————. There is no qualified officer assigned to this unit, including overstrength status, or any other qualified Reserve officer assigned to the IRR available for this position. This position will be held open for this applicant pending action by higher headquarters. I desire the assignment of the applicant to this organization.

(4) See AR 140-192 and AR 614-103 for actions required in processing applications for Military Intelligence without concurrent active duty.

(5) Forward application of qualified applicants with appropriate recommendation, through any intermediate commanders to the area commander concerned.

(6) Process applicants for appointment under paragraph 2-2*b* (7) with authority to appoint examining boards (para 4-1*a* (5)). The application will be processed in accordance with paragraph 2-3*c* (4) (*c*) and 2-3*c* (5) through (9) below.

b. Intermediate commanders will—

(1) Review application and allied papers and indorse to the area commander.

(2) Indicate availability or nonavailability of qualified officer for position vacancies named in statement required by *a*(3) above.

(3) Return applications when the applicant does not meet the basic administrative prerequisites or when errors are found that cannot be corrected without referring the application to the originator or to his unit of assignment.

c. Area commanders will—

(1) Review applications for correctness and determine eligibility of each applicant.

(2) Return application if—

(*a*) Applicant does not meet the basic administrative prerequisites for appointment, giving the reasons for rejection.

(*b*) Errors or omissions are found that cannot be corrected within the area command headquarters.

(3) Refer applications that meet administrative prerequisites to the respective general or special staff section within the headquarters for technical review.

(4) When an applicant has been determined eligible and recommended by the staff section—

(*a*) Initiate action to obtain security requirements as prescribed by paragraph 1-4*h*. Applicants, except members of the other Armed Forces applying for concurrent active duty will not require action as prescribed in paragraph 1-4*h*, until receipt of notification from CG, RCPAC that application is approved.

(*b*) Arrange for a Type A medical examination as prescribed by chapter 10 and appendix IX, AR 40-501 for applicants who are members of the other Armed Forces and concurrent active duty is requested.

(*c*) Refer application to the president of an examining board for action as provided in chapter 4, except as otherwise provided in this regulation or regulations governing the specific appointment. Instruct the boards to advise all applicants that their application will be processed as expeditiously as possible. Telephonic and written inquiries requesting status of an application only delay the processing. The processing and forwarding of all cases will be expedited to the greatest extent possible. Objective should be to complete board action within the 2-week period immediately following receipt of application.

(5) Upon receipt of examining board report—

(*a*) Have scores computed for applicant's biographical information blank, interview record, and appraisal sheet (para 4-4, 4-5, and 4-6).

(*b*) Have a composite score computed for WAC applicants.

(6) Review the entire applicable record, including report of board proceedings and National Agency Check and determine applicant's administrative eligibility and professional acceptability.

(7) Notify rejected applicants, furnishing the specific reason for rejection.

(8) Tender appointments to qualified applicants when delegated authority.

(9) Forward applications, with appropriate recommendations, requiring approval of HQDA to CDR, RCPAC, ATTN: AGUZ-PAD.

2-4. Status reports and station changes. *a.* Commanders will report change in status to include unfavorable personnel actions which may influence application.

b. Applicants will immediately report any change in status or station to the agency processing the application.

c. CG, RCPAC will notify the applicant and area commander by electrical message where applications are approved for concurrent active duty.

d. Applicants who are informed of tentative selection will be advised that they should not expend personal funds or make any other permanent plans in connection with their appointment until they have executed their oath of office.

2-5. Resubmission. Previous nonselection does not bar an individual from submitting another application, provided he is otherwise medically, morally, and professionally qualified at the time of submission. Individuals who are not selected may not reapply earlier than 1 year after date of previous application. Individuals may reapply earlier when additional pertinent qualifications have been acquired or vacancies for which individual has not been considered are announced subsequent to submission of last application.

2-6. Discontinue procurement. When sufficient applications have been received an announcement will be made to delete a specific branch or MOS

from the active duty procurement program. Qualified and interested individuals should submit their applications as soon as possible after announcement of the procurement program. Applications should be submitted with the understanding that they will be returned without further processing at any time procurement requirements no longer exist.

2-7. Appointment procedures. Upon approval of an application the appointing authority will—

a. Assign officers to an appropriate branch.

(1) The branches for applicants who are not on active duty will be determined by their qualifications and the vacancies which they are to fill, or in accordance with (2) below.

(2) Former commissioned officers of any of the Armed Forces of the United States on active duty in the Army in a warrant officer or enlisted status, if qualified, will be given the option of accepting appointment in the—

(*a*) Branch in which they have been assigned or detailed, provided they are qualified therefor, or

(*b*) Branch in which they have formerly held an appointment.

b. Issue and forward to each appointee a letter of appointment (fig. 2-3 or 2-4, as appropriate) and DA Form 71 (Oath of Office—Military Personnel).

(1) A signed oath of office is required for appointment in any component of the Army.

(2) The execution and return of the oath of office constitutes acceptance of appointment. No other evidence is needed or required. However, acceptance of an appointment may be "expressed" as by formal acceptance in writing or "implied" as by entering upon the performance of the duties of the office.

(3) An oath of office properly dated and signed by a Reserve officer of the Army and taken before a person believed qualified but actually unauthorized to administer oaths, is ineffective as an oath of office because of defective attestation. However, it is valid as an acceptance and will be recorded as such on all Army records. In such instances, a valid oath of office will be secured and will be dated as of the date actually accomplished. Both oaths will accompany the papers forwarded under the provisions of paragraph 2-8*b* (1).

(4) When the appointment involves a warrant officer or enlisted member of the Active Army, enter in parentheses under appointee's address, the individual's current grade.

(5) When credit for service in an active status based on education and experience is used to determine grade eligibility at the time of appointment, the number of years, months, and days credited will be indicated after "D" on the letter of appointment.

(6) An oath of office executed with reservations of any nature or modification will not be recorded as an acceptance. If the individual does not desire to execute an oath without reservations, the appointment will be canceled.

c. If the individual fails to reply within 90 days or not in sufficient time to comply with orders for concurrent active duty, unless for justifiable reasons, notify the appointee of withdrawal of the appointment and request return of documents forwarded to the individual.

★*d.* Major commanders will notify HQDA (DAPC-OPD) (appropriate control branch), 200 Stovall Street, Alexandria, VA 22332, of all selected officers not ordered to active duty, including the reason therefor. The CDR, RCPAC, ATTN: AGUZ-PAD, will be notified when selected applicants are not tendered an appointment or when the appointment is not accepted.

e. The oath of office will not be executed prior to date of entry on active duty when the appointment is for concurrent active duty and the appointee is currently serving in the active Armed Forces. When an appointment is contingent upon satisfactory completion of prescribed schooling, the oath of office will not be executed prior to date of graduation.

★*f.* If the appointee declines the appointment, the letter of appointment and allied papers, together with the letter of declination, will be forwarded to the CDR, RCPAC, ATTN: AGUZ-PAD, when HQDA is the appointing authority.

2-8. Disposition of appointment documents. *a.* Upon receipt of DA Form 71, the appointing authority will—

(1) Record the officer's date of acceptance on letter of appointment.

(2) For all original appointments, forward an officer's commission (DD Form 1A), or warrant officer's commission (DA Form 1290). The date

of the individual's acceptance will be shown on the commission or warrant as the date of appointment. DA Pam 600-2 (The Armed Forces Officer) will also be forwarded to commissioned officers.

b. The appointing authority will take the following action:

★(1) Forward the following documents, *in the order shown*, to HQDA (DAPC-PAR), 200 Stovall St., Alexandria, VA 22332, when appointment is for concurrent active duty, and to the CDR, RCPAC, ATTN: AGUZ-RMD, for all other appointments.

(*a*) One copy of the letter of appointment.

(*b*) DA Form 71.

(*c*) Original DA Form 61.

(*d*) Original SF 88.

(*e*) Original DD Form 1584 when appropriate.

(*f*) Original DD Form 398.

(*g*) Original DA Form 160, when applicable.

(*h*) Original DA Form required by paragraph 2-1*m* or *n* as applicable.

★(2) File copies of the records indicated in (1) (*a*), (*c*), (*d*), (*e*), (*f*), and (*h*) above with a copy of the SF 93 in the Military Personnel Records Jacket or Health Record, as appropriate. AR 640-10 governs the identification of documents filed in the Military Personnel Records Jacket. For officers appointed with concurrent active duty, these records will be forwarded to the first duty station of the individual. For individuals appointed from an Active Army status, forward the records to the commanding officer of the individual's unit. For all other appointees records will be forwarded to the appropriate commander or the CDR, RCPAC, ATTN: AGUZ-RMD.

★*c.* The authority tendering appointment will establish necessary procedure to notify the appropriate State adjutant general or the losing service of the acceptance by their members of appointment as Reserve commissioned or warrant officers of the Army. Notification will contain sufficient information for the losing agency to identify the individual involved. Forward a copy of the letter of appointment to HQDA (DAMO-IAZ) Wash, DC 20310, when appointment is made for assignment to the Civil Affairs Branch.

d. The area commander will forward a letter as outlined in figure 2-5 to each officer initially commissioned in the USAR who is not ordered to concurrent active duty or who is not serving on active duty in any status.

e. The report of the examining board and related papers will be disposed of as prescribed in AR 340-18-7. Answer sheets, DA Form 6215-1, for the WAC Biographical Information Blank will be forwarded to the US Army Behavior and Systems Research Laboratory, Room 239, Commonwealth Building, 1320 Wilson Boulevard, Arlington, VA 22209. Original documents belonging to each applicant will be returned when they have served their purpose.

★**2-9. Commissions and warrants.** Stocks of DD Form 1A and DA Form 1290 will be obtained from AG publications channels. Appointing authorities will safeguard these forms at all times and protect them from mutilation during mailing.

★**2-10. Army Reserve appointments by grade, branch, and source (DA Form 2490), Reports Control Symbol AG-632.** *a. Purpose.* This report is required by law (10 U.S.C. 3353(d)). In addition, it will be used in evaluating the Reserve component policies and as a source of furnishing appointment data to responsible agencies.

b. Preparing agencies. Appointment authorities are responsible for preparing and submitting this report for each calendar year. Report will be dispatched in single copy to the CDR, RCPAC, ATTN: AGUZ-PAD, not later than 5 workdays following the end of the calendar year.

c. Forms. Report will be submitted on DA Form 2490 which will be obtained from the USARPA St. Louis, MO 63132.

(2) Where detail to another branch is authorized, applicants may apply for assignment to the WAC branch and concurrent detail to an appropriate branch. Appointment will be in the grade authorized for comparable male applicants assigned to the same branch.

(3) Women who are otherwise qualified may be appointed to the Women's Army Corps in the highest grade in which they have previously served satisfactorily on active duty (other than for training).

b. For appointment and concurrent active duty.

(1) Appointments to meet WAC branch requirements normally will not be above first lieutenant.

(2) Where detail to another branch is authorized, applicants may apply for assignment to the WAC branch and concurrent detail to an appropriate branch. Appointments will be in the grade authorized for comparable male applicants assigned to the same branch, but not above the grade of lieutenant colonel.

3-17. Applications. The following documents, in addition to those prescribed in chapter 2, will be furnished:

a. A recent photograph, head and shoulder type, approximately post card size. The applicant's name will appear on the reverse.

b. Transcript of college credits. Students applying prior to date of graduation will submit statement required by paragraph 3-15.

c. Applications for concurrent active duty will include the following agreement:

If appointed and ordered to active duty I agree to serve on active duty as an officer for a period of 2 years, including the time spent in attendance at the WAC officer basic course. I understand that if I fail to satisfactorily complete the required WAC officer basic course my Reserve commission may be terminated.

d. Commanders receiving the application will obtain the following reports and letters of appraisal for inclusion with the allied papers. (When such reports and letters were secured prior to enlistment, they will be removed from the enlisted woman's file and be made a part of the application.)

(1) Letter of appraisal from Dean of College, Dean of Women, or other college official. Format is shown in figure 3-1.

(2) Letters of appraisal from last 2 employers (full or part time), using DD Form 370 (Request for Report from Employer, School, or Personal Reference). If applicant has no work experience, 2 letters of appraisal from school officials in addition to (1) above, will be submitted.

(3) Letters of appraisal from 2 residents of the applicant's home community.

e. A written statement from the applicant, outlining her reasons for desiring a commission in the Women's Army Corps.

f. Applicants for the Women's Army Corps with concurrent detail to the Judge Advocate General's Corps will furnish documents prescribed in paragraph 3-13 in addition to those prescribed in this section. Service agreement prescribed in *c* above will be modified to reflect an agreement by such applicants to serve 4 years.

3-18. Appointment with concurrent active duty. *a.* As an exception to paragraph 2-2*b*, applications for concurrent active duty from individuals not on active duty will be submitted to the commanding officer of a recruiting main station or oversea commanders, as appropriate, for action as prescribes in paragraph 2-3*c*.

b. WAC officer applicants may be appointed prior to completion of a National Agency Check provided they sign a statement of understanding as shown in figure 3-2.

Section VI. APPOINTMENT OF PROFESSIONAL AND TECHNICAL PERSONNEL

3-19. General. This section provides for the appointment of professional and technical specialists as commissioned officers in the USAR. The categories for appointment under this section are listed in *a* through *bc* below. Chapters 1 and 2 will apply except as indicated in this section.

a. Archivist.

b. Aeronautical engineering.
c. Automotive engineering.
d. Bacteriology.
e. Biochemistry.
f. Biological sciences.
g. Business administration.
h. Chemical engineering and chemistry.
i. Civil engineering.
j. Education specialists.
k. Electrical accounting machine specialists.
l. Electrical engineering, including radio, television, and wire communications.
m. Electronic data processing systems specialists.
n. Entomology.
o. Fire prevention and firefighting.
p. Food technology (inspection, procurement, testing, research, and related subject).
q. Geographers.
r. Geology, geophysics, and meteorology.
s. Geopolitical and area specialists.
t. Guided missile specialists.
u. Harbor craft specialists.
v. Health physicist.
w. Highway engineering and traffic.
x. Industrial specialists (engineering, management, and security).
y. Language and foreign liaison.
z. Law enforcement officials, administratory, and allied investigative specialists.
aa. Legal.
ab. Marine engineering.
ac. Mathematicians, statisticians, and physicists.
ad. Mechanical engineering.
ae. Metallurgical engineering.
af. Military historians.
ag. Mining engineering.
ah. Naval architectural.
ai. Nuclear specialists (nuclear physicist, radiological chemist, nuclear chemistry, nuclear engineering, and nuclear effects engineering, biophysics, and bioradiology).
aj. Parasitology.
ak. Penology.
al. Petroleum and natural gas engineering.
am. Pharmacology and toxicology.
an. Photographic (still, motion picture, television, and related subjects).
ao. Plant pathology.
ap. Plant physiology.
aq. Postal.
ar. Printing and reproduction.
as. Psychology.
at. Psychological warfare (journalism, international relations, psychology, and related subjects).
au. Public information, including field press censorship.
av. Purchasing, storage, and distribution (logistics).
aw. Radar engineering.
ax. Railway service.
ay. Safety engineering.
az. Submarine diving.
ba. Traffic management.
bb. Zoology.
bc. Operations Research/Systems Analysis.

3-20. Branch. The branch of assignment for male applicants will be determined by the authority tendering appointment, based upon the qualifications of the applicant and the needs of the service. The branch for female applicants will be Women's Army Corps. Appointments will not be made for assignment in—
a. Armor.
b. Air Defense Artillery.
c. Field Artillery.
d. Infantry.
e. Chaplains.
f. Judge Advocate General's Corps.
g. Corps of the Army Medical Department.
h. Women's Army Corps (except in conjunction with concurrent detail to an appropriate branch, sec V applies).
i. Civil Affairs.
j. Staff Specialist.

3-21. Special requirements. *a.* In addition to the requirements of chapter 1, each applicant must possess the professional or technical ability required to perform the duties appropriate to the grade of appointment and branch of assignment.

b. For appointment to fill vacancies in the Reserve troop program, an applicant's service must be required and there must not be a qualified Reserve commissioned officer of the appro-

CHAPTER 4

EXAMINING BOARDS

★**4-1. Appointment.** *a.* Area commanders will appoint boards of officers to examine applicants for appointment when required. Boards will consist of an uneven number of commissioned officers of not less than three. All members should be of field grade if available. Officers in grade of captain may be used when a sufficient number of field grade officers are not available. In any event, members of the board must be serving in a grade equal to or higher than that under consideration. At least one member of the board must be of the branch for which the applicant is applying. Two members will be from the Active Army and, where possible, from the Regular Army. The member designated as president will be from the Active Army and will be the senior member. A commissioned officer Army aviator will be included as a member of the board when considering applicants for appointment with assignment in an aviation commissioned officer or warrant officer MOS. A rated aviation warrant officer may be used in lieu thereof if a commissioned officer is not available. Waiver of this requirement may be granted when a rated Army aviator is not accessible. A warrant officer of the specialty for which applicant is applying will be appointed to serve as a technical advisor (without vote) to examining board members when interviewing a warrant officer applicant. A commissioned officer with a MOS related to that of the specialty for which the applicant is applying may be appointed to serve as a technical advisor without vote when it is determined that an appropriate warrant officer is not available within a reasonable commuting distance and the substitute officer has the means and is willing to travel the distance involved. Authority to appoint boards may be delegatedas follows:

(1) Installation commanders for applicants being considered for appointment in grades of major and below.

(2) Commanders of General Officer Commands and US Army Reserve Commands for applicants being considered for appointment in grade of lieutenant colonel if applicant held a previous appointment as a commissioned officer in the Armed Forces.

(3) Recruiting main stations for applicants being considered for appointment in the Women's Army Corps and concurrent active duty. Such boards will be appointed from recruiting main station personnel if practicable.

(4) The CG, USASA will appoint boards for those applications processed by CG, USASA as prescribed in paragraph 2-2*b*(5).

(5) The Defense Attaché will examine applicants for appointment with concurrent active duty as Attaché Technical Assistants, MOS 961A. Personnel serving at isolated stations with less than three commissioned officers assigned will be examined by the Defense Attaché and the Attaché Technical Assistant using DA Form 6225. These applications will be further examined by a board of MI officers appointed by the Chief, Military Intelligence Branch, HQDA (DAPC-OPD-MI).

(6) Installations commanded by a general officer will appoint boards to consider applications from personnel on active duty with the Army that are applying for concurrent active duty in another Reserve status. When the installation is not commanded by a general officer, the application will be forwarded to the next higher headquarters in the normal chain of command.

b. Boards will be convened as close as practicable to the location of the individual concerned.

c. Boards will be appointed and proceedings conducted in accordance with AR 15-6 and this regulation.

4-2. Notification to applicants. *a.* Upon receipt of the examining board of applications and allied papers required by the regulations under which individuals are applying for appointment, the president of the board will notify the applicants of the time and place of appearance before the board. Travel and other expenses incurred by applicants not on active duty will not be chargeable to the Government.

b. Applicants will be so scheduled that, so far as practicable, no one need spend more than 1 day at the examining place.

c. Whenever possible, applicants for the same branch will be scheduled in sequence so that the board member of that branch may sit without interruption.

d. When necessary, the applicant will be advised in advance of any additional information desired by the board or required by regulations to correct or complete an application.

4-3. Army Aptitude Area GT, Officer Candidate Test (OCT), and Officer Qualification Inventory (OQI). When required (para 1-4*c*), the Arithmetic Reasoning (AR) and the Verbal (VE) components of the Army Classification Battery (ACB) which produce a GT aptitude area score, the OCT, and the OQI will be administered. The test examiner will provide for a written statement showing the date and place test was administered, title and form of test, and score attained. Only those applicants attaining the required score will be authorized to continue with the examination.

★**4-4. Biographical information.** Except as provided in paragraph 4-6*b*, the Board will administer WAC OCS Biographical Information test (DA Form 6215) for WAC applicants, or Officer Qualification Inventory (OQI), (DA Form 6263) for male applicants. Test components are listed in DA Pam 310-8. The board will not score test (para 2-3*c*(5)(*a*)).

4-5. Interviewing. Except as provided in paragraph 4-6*b*, the board will interview each applicant prior to having access to applications or allied papers. Instructions for conducting and recording results of the interview are listed in DA Pam 310-8.

a. For WAC applicants: WAC Officer Candidate Applicant Interview (Interview Record) (DA Form 6220).

b. For male applicants: Officer Leadership Board Interview (Interview Record) OLB-1 (DA Form 6227).

4-6. Appraisal of experience. *a. Applicants without prior commissioned officer service.* After interview, a rest period will be given the applicant while the board considers the application and allied papers. The board will then question the applicant on personal history, training, and experience to supplement the facts shown in the application and allied papers. This questioning will be led by the board member of the branch concerned. Technical competence will be inferred from the applicant's history and the impression made on the board during the interview. Each member of the board will make an individual, independent appraisal of the applicant on one of the forms listed in (1) and (2) below (original only). The word "civilian" will be substituted for "military" on the form listed in (1) below when the applicant is applying from civilian life and has not had military experience. When the applicant is considered better qualified for a branch other than the one applied for, the board may recommend such assignment.

(1) For commission applicants except for Chaplain and Judge Advocate General Branches use Interview Appraisal Sheet M (DA Form 6224).

★(2) For warrant officer, Chaplain, and Judge Advocate General Branch applicants use Interview Appraisal Sheet S (DA Form 6225). (This form will be modified to indicate warrant officer application when appropriate.)

b. Applicants with prior commissioned officer service. In recognition of commissioned or former commissioned officer status, board action will be limited to appraisal of experience. The board will examine the application and allied papers, question the applicant, and complete individual appraisa sheets in accordance with *a* above. Area commanders may waive this requirement when board action is not deemed necessary.

4-7. Disclosure of board action. *No applicant or any other unauthorized person will be advised of the recommendations of the examining board, nor will an applicant be given access to any of the material used by the board. The applicant will be informed that, regardless of the board's recommendation, appointment is subject to satisfactory test scores and decision of the appointing authority; and that appointments will be based on overall qualifications and the requirements of the military service.*

4-8. Disposition of records. *a.* The board will forward the following papers through channels to the area commander concerned for action:

(1) Report of proceedings of the board of officers.

(2) Copy of orders appointing board.

(3) Application and allied papers for each applicant.

(4) Test score statement, when required by paragraph 4-3.

8/8 Chg. 1

JOINT MESSAGEFORM							SECURITY CLASSIFICATION UNCLASSIFIED		
PAGE	DRAFTER OR RELEASER TIME	PRECEDENCE ACT	PRECEDENCE INFO	LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY DATE – TIME	MONTH	YR
1 OF 2	121401Z				UU		121602Z	MAY	72
BOOK NO	MESSAGE HANDLING INSTRUCTIONS								

Rec'd May 25

FROM: DAAG

TO: AIG 7401

UNCLAS

AGUZ-RPC-PR

Subject: Interim Change to AR 135-100 (Number 1)

1. This interim change is being distributed through publications pinpoint distribution system to all holders of AR 135-100.

2. Page 1-9, Table 1-1, is changed as follows: Line 11, last column: Warrant officer, female - change maximum age to 46.

3. Page 2-2, para 2-1o(2), line 2: change "230" to "240".

4. Page 2-4: para 2-1y is added as follows:

"y. All applications from female applicants for appointment in the USAR as commissioned or warrant officers will include a statement of marital status and number and ages of dependents under 18 years of age. In addition to the above information, all female applicants will sign and submit the following statement: 'I understand that if I am selected for appointment and/or active duty that I will be expected to accept such assignments as are in the best

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DISTR:

DARC-PEM(2); DAAR-PE; DAAR-CO; DAAG-ZC; DAPE-PSA; AGUZ-RPC-PR(25

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DRAFTER TYPED NAMED, TITLE, OFFICE SYMBOL AND PHONE 7826	SPECIAL INSTRUCTIONS
Mr. Zschokke/Mil Pers Mgmt Sp/RPC-PR/	
RELEASER: TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE W. T. PRESCOTT, LTC, IN, Ch, RPCO	RETURN TO ARMY LIBRARY ROOM 1 A 518 PENTAGON
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DD FORM 1 JUL 68 173 REPLACES DD FORM 173, 1 NOV 63 AND DD FORM 173-1, 1 NOV 63 WHICH ARE OBSOLETE

GPO : 1969 O - 381-370

interest of the service regardless of my marital status and/or responsibility for dependents; and that it is my responsibility to make appropriate arrangements for the care of my dependents should I be required to perform duty in an area where dependents are not permitted.' "

AR 135-100

JOINT MESSAGEFORM

SECURITY CLASSIFICATION: UNCLASSIFIED

PAGE	DRAFTER OR RELEASER TIME	PRECEDENCE ACT	PRECEDENCE INFO	LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY	DATE – TIME	MONTH	YR
1 OF 1	031402Z				UU			031541Z	MAY	72

BOOK NO

MESSAGE HANDLING INSTRUCTIONS

Rec'd 24 May 72

FROM: DAAG

TO: AIG 7401

UNCLAS

AGUZ-RPC-PR

Subject: Interim Change to AR 135-100

1. This interim change is being distributed through publications pinpoint distribution system to all holders of AR 135-100. Pending revision to AR 135-100, the following interim change is announced and effective immediately.

2. Para 3-12c(1) change to read: Three "years of service in an active status" for graduation from a law school which has been approved by the American Bar Association; and

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DISTR:

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Mr. Zschokke/Mil Pers Mgmt Sp/RPC-PR/

SPECIAL INSTRUCTIONS

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TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE

W. T. PRESCOTT, LTC, IN, Ch, RPCO

SIGNATURE

W. T. Prescott

SECURITY CLASSIFICATION

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DD FORM 1 JUL 68 173 REPLACES DD FORM 173, 1 NOV 63 AND DD FORM 173-1, 1 NOV 63, WHICH ARE OBSOLETE.

GPO : 1969 O - 361-370

S/S C1

Table 1-1. Minimum and Maximum Age Limitations

Grade	*Minimum age*	*Maximum age**
Second lieutenant, except divinity students and WAC	18	28
Second lieutenants—divinity students	18	30
Second lieutenants—WAC	20	28
First lieutenant	21	33
Captain		39
Major		48
Lieutenant colonel		51
Colonel		55
Warrant officer, male	18	46
Warrant officer, female	20	45

*Maximum age limitations may be increased for former officers and warrant officers by an amount not more than the length of previous service in grade in which appointment is authorized. (Previous service includes active duty or active Reserve service in any component of the Armed Forces.) An increase in age is not authorized if an applicant will have less than 2 years to serve before being removed from an active status under provisions of AR 140-10, or if applying for appointment and concurrent active duty before being removed from active duty with the Active Army under the provisions of AR 635-100.

Table 1-2. Qualifying Score Equivalents

Armed Force	*Minimum qualifying score*	*Score system*	*Aptitude composite or area*	*Test batteries*
Navy	110	Navy standard	General technical aptitude composite (GCT + ARI)	BTB.
Air Force	65	Percentile	General aptitude area	ACB, ACT, AQE.
Marine Corps	110	Army standard	General technical aptitude area	ACB.

CHAPTER 2

PROCESSING

2-1. Applications and allied papers. Applications for appointment will include the following documents, except as indicated in *s* and *t* below:

a. DA Form 61 (Application for Appointment) in triplicate.

(1) When submitted under section VI, chapter 3, the specialty for which applying will be shown in Item 32.

(2) Individuals currently holding any other USAR status will include a statement in Item 32 that they understand their present Reserve status will be vacated by acceptance of appointment.

(3) Individuals serving in oversea commands will include in Item 32 the scheduled date of return to CONUS or rotation to another location in an oversea command.

b. Documentary evidence of educational qualifications. Consolidated transcripts of college and university stude will be signed by an official of the institution attended. Photostatic or true copies are acceptable.

c. DD Form 98 (Armed Forces Security Questionnaire) in duplicate.

d. Forms required for completion of personnel security investigation as sepcified in AR 381-130. Applications for appointment and concurrent active duty will include a statement that a National Agency Check or other investigation of broader scope has been initiated (date initiated) or that such investigation has been conducted previously, with identifying date.

e. Standard Form 88 (Report of Medical Examination) will be prepared in duplicate and Standard Form 93 (Report of Medical History) will be prepared in original only. If a previous medical examination is valid under AR 40-501, a new medical examination will be required only if the appointing authority has reason to question the medical fitness of the applicant, or if the applicant requests an examination. Any applicant drawing a pension, disability compensation, or retirement pay must undergo a medical fitness examination regardless of how recently his last medical examination was completed. Applicants, except members of the other Armed Forces, applying for appointment with concurrent active duty will not be required to undergo a medical examination until notification is received from the CG, RCPAC, of selection for appointment. Applicants for appointment without concurrent active duty will not be required to undergo medical examinations until selected for appointment.

f. Additional information required for appointment in Military Intelligence and Military Police Corps.

(1) Applications for Military Intelligence Branch with concurrent active duty will, without regard to any prior investigation completed, include five copies of DD Form 398 (Statement of Personal History) with all applicable items completed as prescribed in AR 381-130 and record of prior clearances entered on the last page of DD Form 398 from personnel records; two copies of FD Form 258 (Fingerprint Card): DD Form 1584 (Department of Defense National Agency Check Request); and two full length photographs approximately post card size.

(2) Applications for Military Intelligence Branch without concurrent active duty will include the documents prescribed in AR 140-192 and AR 614-103.

(3) Applications for appointment as a warrant officer in the Military Police Corps will include documents prescribed in AR 195-3.

g. Photostatic copy of DA Form 152 (Certificate of Completion of Course) when required.

h. DA Form 160 (Application for Active Duty) in duplicate, when applying for concurrent active duty. Individuals who are members of the other Armed Forces when applying for MOS requiring completion of specific Army courses must indicate in Item 13 (Remarks) completion of equivalent formal instruction within the specific area. Applications must contain evidence indicating courses completed and scope of instruction.

i. A signed statement will be furnished by former conscientious objectors expressing abandonment of such beliefs so far as they pertain to their willingness to bear arms and to give full and unqualified military service to the United States and agreeing that they will not apply for separation by reason of conscientious objection during the period of their contracted agreement.

j. A statement by a conscientious objector applying for appointment in the Chaplains Branch or a corps of the Army Medical Department (except Veterinary Corps) to the effect that he conscientiously objects to combat service but is willing to perform full and unqualified service as a Chaplain or officer of the Army Medical Department (except Veterinary Corps). Conscientious objectors applying under the provisions of this paragraph must possess a Selective Service classification of no higher than 1-A-0 (as opposed to I-O).

k. Members of Reserve Components not on-active duty, of the Navy, Air Force, Marine Corps, Coast Guard, and Public Health Service, must submit a conditional release obtained through official channels. Members of the other Armed Forces (except US Coast Guard) on active duty will be accepted and processed without statement of conditional release from the losing service. Applications from members of the US Coast Guard must be accompanied by a conditional release or a copy of a request for such release.

l. A statement from the State Adjutant General that a member of the ARNG or ARNGUS applying for appointment, if tendered an appointment, will be separated from his National Guard status.

m. Nonprior service male applicants under 26 years of age who have not previously incurred a service obligation under the Military Selective Service Act of 1967 will complete Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment (DA Form 3574) in triplicate.

n. Prior service applicants appointed following a break in service, female applicants and nonprior service applicants over 26 years of age will complete Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment (DA Form 3575) in triplicate.

o. An individual not a citizen of the United States by birth will submit a statement as shown in figure 2-2. Children born of an American parent or parents outside the United States acquire citizenship through the parent or parents. Citizenship verification of persons born abroad of an American parent or parents will be made in one of two ways:

(1) Presentation of a Certificate of Citizenship (Form N-600) issued by the Immigration and Naturalization Service. To preclude a future challenge to their claim of citizenship, applicants not having this document should be advised to make application at the nearest office of the Immigration and Naturalization Service.

(2) Presentation of an authenticated copy of Department of State Form 230—Report of Birth Abroad of a Citizen of the United States of America. This form is also referred to as the Consular Report of Birth. Applicants may obtain this document from the Authentication Officer, Department of State, Washington, DC 20520.

p. The following signed statement from an applicant requesting concurrent active duty with assignment as a Chaplain who may not because of the provisions of Title 10, U.S.C. 3848, be able to qualify for retirement under 10 U.S.C. 3911. This statement is not required for those individuals who cannot qualify for

retirement under 10 U.S.C. 3911 prior to attaining age 60.

"I understand that, because of my age, the possibility of my becoming entitled to military retirement benefits under existing legislation is contingent upon the passage of future events which are not accurately predictable at this time."

q. Applicants will complete a chronological listing of all civilian employment and degree of responsibility at each position.

r. A statement by applicants who are enlisted members of the Reserve components of the Armed Forces and who have completed 6 months active duty or an initial tour of ADT acknowledging that if their induction is caused by failure to participate satisfactorily in required training, they will be ineligible for active duty as an officer or warrant officer and their commission or warrant will be terminated.

s. In lieu of formal application the following may request appointment in letter form:

(1) Regular Army officers applying for USAR appointment concurrent with Regular Army resignation.

(2) Individuals currently serving on active duty as officers of the other Armed Forces when applying for appointment with concurrent active duty as prescribed in AR 614-120.

(3) Warrant officers applying under paragraph 3-33*a*(3) and (4), and former officers under paragraph 3-33*a*(5) when applying within 1 year from date of discharge. Such applicant must meet requirements of paragraph 1-4*g*.

(4) USAR officers applying for appointment for assignment in another branch or grade. Such applicants must furnish documentary evidence of educational level as required for the branch and any additional forms, documents, or information as required by other regulations or the section of those regulations governing the particular branch. In addition, a current medical examination as prescribed in AR 140-120 is required.

t. For members of the Environmental Science Services Administration applying under paragraph 1-5*e*, the forms required by *a*, *c*, *d*, and *f* above.

u. Name in which appointed. Ordinarily, applicants will be appointed in the name reflected in a birth, baptismal, citizenship, or naturalization certificate, or court order authorizing a change of name. An individual may be appointed at his request, in the name by which he is known in his community, provided the assumption of that name was not for fraudulent purposes.

(1) Applicants desiring to be appointed in a name as indicated above will be required to complete DA Form 3284-R (Applicant's Statement of Name Change) (image size 7 by 9-4/6 inches) which will be locally reproduced on 8- by 10 1/2-inch paper (fig. 2-1). The signatures of two individuals who can attest to the truth of the applicant's statement must be affixed to the statement below the applicant's signature. It is preferable that the witnesses include his natural parents, stepparents, or legal guardian. However, in appropriate cases, the witnesses may include reliable members of the community, such as school officials, ministers, close relatives, and neighbors.

(2) In appropriate cases, the DD Form 369 (Police Record Check) should be accomplished reflecting both the name as recorded on one of the official documents indicated above, and the name assumed by the individual.

v. A copy of enlisted applicant's DA Form 20 (Enlisted Qualification Record) will accompany the application. Applicants who are members of the Air Force, Navy, Marine Corps, or US Coast Guard will submit a copy of the equivalent form used by the parent service.

w. Individuals with more than 17 years of active Federal service who apply for appointment as a warrant officer with concurrent active duty must complete the following statement:

I, _____, hereby volunteer to remain on active duty for a period of 3 years in warrant officer status subsequent to my appointment and/or call to active duty. I understand that my retention on active duty during this period is subject to the normal release provisions outlined in AR 635-100. I further understand that I may not be voluntarily retired prior to completion of this service obligation.

x. A statement signed by a responsible official from one of the other Armed Forces

that a favorable NAC (para 1-4*h*) exists on an individual serving on active duty with that Armed Force will be accepted by the Department of the Army. The statement must indicate the date and by whom the NAC was completed. Certification by the applicant is not acceptable.

2-2. Submission of application. Applications for appointment will be submitted and processed under this chapter, except that applicants for appointment under chapter 3 must meet special requirements outlined in that chapter. Applications for appointment in the Army Nurse Corps and the Army Medical Specialist Corps will be guided by AR 601-139 and applicants for appointments in the other corps of the Army Medical Department by AR 135-101. No command or headquarters, except that conducting the evaluation board (para 2-3*c*(4)(*c*)) will hold an application beyond 5 working days. Applications will be submitted as follows:

a. For appointment with assignment to Reserve troop program units, mobilization designee table of distribution vacancies and Ready Reserve Reinforcement vacancies:

(1) Through the unit commander for enlisted and warrant officer members of active Reserve units.

(2) Through the commander of the unit where assignment is requested for individuals not members of the Army Reserve.

(3) Through the commanding officer of the unit where applicant is assigned for duty when individual is currently on active duty.

(4) Through the CG, RCPAC or the oversea area commander as appropriate for applicants who are nonunit members of the Ready Reserve or members of the Standby Reserve.

(5) Through Army commander for Ready Reserve Reinforcement vacancies except those submitted through (4) above.

b. For appointment with concurrent active duty.

(1) USAR personnel who are members of a troop program unit will submit applications through the unit commander direct to the appropriate area commander. Nonunit USAR personnel will submit applications direct to CG, RCPAC, ATTN: AGUZAPD or appropriate oversea area commander.

(2) ARNGUS personnel will submit applications through normal Army National Guard channels to the appropriate State Adjutant General who will forward the approved applications to the appropriate area commander.

(3) Individuals from civilian status will submit applications direct to the appropriate area commander.

(4) Applications for appointment in the Chaplains Branch will be forwarded by the applicant direct to HQDA (DACH-ZA) Washington, DC 20314.

(5) Personnel on active duty with any of the Armed Forces will submit applications to the commander having custody of their personnel records who will forward the application to the appropriate area commander, except those applications generated internally within USASA for appointment in the Military Intelligence Branch, or as warrant officer in a USASA MOS (283A, 051A, 052A, 053A, 285A, 981A, 982A, 983A, or 988A). This type of application will be processed through USASA channels and forwarded to Commanding General, US Army Security Agency, Arlington Hall Station, Arlington, VA 22212, for processing. Applicants for a USASA MOS who are not assigned to USASA will be processed through USASA channels.

(6) Applications from Air Force members who are OSI agents will be forwarded through AF District Offices to the Directorate of Special Investigations (AFISIM) for indication of date the applicant can be made available if selected. Applications will be forwarded by the Director of Special Investigations direct to CG, RCPAC, ATTN: AGUZ-APD, 9700 Page Boulevard, St. Louis, MO 63132.

2-3. Processing of application. *a*. The commander initially receiving the application will—

(1) Review applications for completeness and determine applicant's administrative eligibility to apply for appointment.

(2) Return application if applicant does not meet the basic administrative prerequisites

requirement may reapply when eligible without regard to the provisions of paragraph 2-5.

3-12. Grade. *a.* A person may be appointed in the grade of first lieutenant through colonel for assignment to the Judge Advocate General's Corps. He may be appointed—

(1) In the highest grade (or comparable grade) held satisfactorily in the Judge Advocate General's Corps or in an assignment corresponding to an assignment in the Judge Advocate General's Corps, while on active duty in any of the Armed Forces; while in an active status in the Army Reserve or while in the Federally recognized Army National Guard, or—

(2) In the highest grade for which he can qualify as a result of education and experience as set forth in *c* below. For appointments without concurrent active duty, applicants must have completed at least 2 years practice of law, teaching of law, or in judicial office, before any remaining credit for education or experience is applied toward grade determination. A combination of 2 years of law practice, teaching of law, or in judicial office, and military service pursuant to paragraph 3-11*c* may be used in lieu of 2 years practice of law.

b. When the grade is determined by credit for education and experience in accordance with *c* below, such credit will be considered equivalent to the number of years in an active status for appointment in following grades:

Years of service in an active status	*Grade*
3 years or more, but less than 7 years.	first lieutenant.
7 years or more, but less than 14 years.	captain.
14 years or more, but less than 21 years.	major.
21 years or more, but less than 23 years.	lieutenant colonel.
23 or more years	colonel or lieutenant colonel as determined at Headquarters, Department of the Army.

c. Credit for education and experience will be computed as follows:

(1) Two "years of service in an active status" for graduation from a law school which has been approved by the American Bar Association; and

(2) The number of years, months, and days that individual has been actively engaged between the date of his admission to the bar of the highest court of a State of the United States or a Federal court and his appointment in the Judge Advocate General's Corps—

(*a*) In the practice of law.

(*b*) Teaching of law.

(*c*) Performance of judicial duties.

(*d*) In the full-time pursuit of graduate legal studies.

(*e*) In other appropriate professional activities as determined by The Judge Advocate General.

As an exception, for each year of professional experience in excess of 21 years, he will be given credit for only one-half "years of service in an active status."

(3) The number of years, months, and days of active duty performed as a commissioned officer in any of the Armed Forces during the periods 16 September 1940 to 24 June 1948; and 25 June 1950 to 27 July 1953.

d. "Years of service in an active status" in excess of the minimum required for the grade appointed will be credited as "promotion service" in the grade appointed. No periods of time will be used more than once in computing an officer's "years of service in an active status."

3-13. Applications. Applications under this section may include the results of an interview with a field grade officer of the Judge Advocate General Branch in lieu of the board interview required by chapter 4. In addition to the forms and allied papers required by chapter 2, applicants will submit the following documents:

a. A certified transcript of all college and law school grades in support of undergraduate and graduate degrees. Transcript should show, if practicable, the class standing of the applicant.

b. A statement from proper authority showing that the applicant has been admitted to

private practice before the highest court of a State of the United States or a Federal court and that he is now a member of the bar thereof in good standing.

c. A statement from the applicant listing all legal experience. Legal experience may include governmental, judicial, teaching, private practice, and graduate legal studies. Each applicant will include—

(1) A list and brief description of important legal actions or other legal matters handled by him.

(2) If he has been in private practice, a general statement of the character thereof.

(3) If he has had Government or military legal experience, a description of his position and rating.

(4) If he has held judicial office, the extent of the jurisdiction of his court.

(5) If he has taught law, the subjects which he teaches, or has taught.

(6) If he has pursued graduate legal studies, a transcript of all courses completed, certified by an official of the school.

d. Letters based on personal acquaintance from not less than 3 disinterested judges, lawyers, or law school professors relative to the applicant's reputation and professional standing, the types of cases handled by him, and his ability, as an attorney, teacher, judge, or student.

e. Two copies of a recent photograph, head and shoulder type, 3″ x 5″ with the applicant's name on the reverse.

Section V. APPOINTMENT IN THE WOMEN'S ARMY CORPS

3-14. General. This section prescribes the special requirements for the appointment of qualified women for assignment to the Women's Army Corps. The provisions of chapter 1 and 2 apply, except as otherwise indicated in this section.

3-15. Special requirements. *a.* Each applicant must have a baccalaureate degree from an accredited American or foreign college or university recognized by the Department of Health, Education and Welfare, Office of Education. Accredited American colleges and universities are listed in Education Directory, Higher Education, published by the Office of Education. Determination of whether a foreign college or university is a bona fide institution of higher learning as recognized by the Office of Education may be obtained from either the International Handbook of Universities published by the International Association of Universities in Paris or Commonwealth University year book, published annually by the Association of Universities of the British Commonwealth, London. Students may apply in their senior year prior to date of graduation. The anticipated date of graduation will be entered under "remarks" on the application. A statement by an official of the university or college verifying the entry will be attached. Upon completion of degree requirements, the applicant will furnish the area commander a certificate of graduation *or a statement certifying that degree requirements have been satisfactorily completed,* signed by an appropriate official of the university or college for transmittal to the CG, RCPAC, ATTN: AGUZ-APD. If the applicant fails to graduate when scheduled, the CG, RCPAC, ATTN: AGUZ-APD, will be notified immediately.

b. For appointment and detail to an appropriate branch, such as the Judge Advocate General's Corps, requirements for the detail branch apply.

c. For appointment and concurrent active duty in the grade of first lieutenant, the applicant must have professional qualifications or supervisory experience in the fields of education, business, personnel management, public relations, or science.

d. Medical fitness requirements prescribed in chapter 2, AR 40-501, apply except that the minimum medical fitness standards will be those identified by a physical profile serial of 111221.

3-16. Grade. *a.* For appointment to fill vacancies in Ready Reserve troop program units.

(1) Initial appointments normally will be in the grade of second lieutenant.

S/S Chg. 2

JOINT MESSAGEFORM

SECURITY CLASSIFICATION: UNCLASSIFIED

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BOOK NO

MESSAGE HANDLING INSTRUCTIONS

FROM: DA//AGUZ-RPC-PR//

TO: AIG 7401

Rec'd 14 Dec 72

UNCLAS

AGUZ-RPC-PR

SUBJECT: Interim Change to AR 135-100

This interim change is being distributed through publications pinpoint distribution system to all holders of AR 135-100. Pending revision of AR 135-100, 1 May 72, subject regulation should be changed as follows and is effective immediately.

Para 1-2a(2), page 1-1, is amended to add the following sentence: "This requirement is not applicable to enlisted personnel applying for Officer Candidate School."

DISTR:

DARC-PEM(2); DAAR-PE(25); DAAR-CO; DAAG-ZC; DAPE-PSA; AGUZ-RPC-PR(25)

DRAFTER TYPED NAMED, TITLE, OFFICE SYMBOL AND PHONE: Mr. Zschokke, MPMgtSp, RPC-PR, 7669

SPECIAL INSTRUCTIONS

RELEASER

TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE: MR. R. C. JONES, CH, RPCO 7560

SIGNATURE: R. A. Pleman

SECURITY CLASSIFICATION: UNCLASSIFIED

DD FORM 1 JUL 68 173 REPLACES DD FORM 173, 1 NOV 63 AND DD FORM 173-1, 1 NOV 63, WHICH ARE OBSOLETE.

☆GPO : 1969 O - 361-370

S/S C2

ARMY REGULATION
No. 135-100

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, *17 March 1972*

ARMY NATIONAL GUARD AND ARMY RESERVE

APPOINTMENT OF COMMISSIONED AND WARRANT OFFICERS OF THE ARMY

Effective 1 May 1972

This revision incorporates administrative changes and changes resulting from study of direct appointments conducted in consonance with the Hollingsworth Board recommendations. Local supplementation of this regulation is prohibited except upon approval of the Commanding General, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-RPC-PR, 9700 Page Boulevard, St. Louis, MO 63132.

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*This regulation supersedes AR 135-100, 2 January 1968, including all changes.

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CHAPTER 1

GENERAL

1-1. Purpose. This regulation establishes responsibility and provides procedures for the appointment of male and female commissioned and warrant officers in the Reserve components of the Army. Exceptions to this regulation will be made only by Headquarters, Department of the Army on an individual basis. This regulation does not govern appointments of Reserve general officer grades (AR 135-156); Army Medical Department commissioned officers (AR 135-101, AR 601-139); graduates of senior ROTC units (AR 145-1); or, graduates of officer candidate schools (AR 351-5, AR 140-50).

1-2. Appointment limitations. Appointment of qualified applicants are limited to—

a. Commissioned officers to fill—

(1) Mobilization designee table of distribution vacancies.

(2) Ready Reserve troop program unit vacancies. Applications for direct appointment will be processed for position vacancies only when there is no qualified officer available. (See para 2-3*a*(3) for statement required in this instance.)

(3) Quotas in the grade of captain and below announced by the Department of the Army for Ready Reserve Reinforcements with assignment to a Ready Reserve Control Group. Appointments will be tendered only to exceptionally well qualified individuals who cannot otherwise obtain a commission because of lack of position vacancy in USAR units or inability to join a unit due to geographical location.

(4) Active duty requirements when qualified Reserve officers are not available.

b. Warrant officers to fill—

(1) Ready Reserve troop program unit vacancies based on MOS requirement regardless of the number of warrant officers assigned provided warrant officers assigned as overstrength who are not qualified in the MOS required for the position vacancy, are first given the opportunity to become qualified in the MOS and accept assignment to the position. (See para 2-3*a*(3) for statement required in this instance.)

(2) Active duty requirements under specific allocations announced by Headquarters, Department of the Army, when qualified Reserve warrant officers are not available.

(3) Department of the Army announced quotas for Ready Reserve Reinforcements under allocations by career warrants for assignment to a Ready Reserve Control Group.

c. The restrictions in *a* above do not apply to warrant officers and enlisted personnel in the Active Army, Reserve officers in a grade above colonel who cease to occupy a position commensurate with their grade, Regular Army officers applying for appointment in the Army Reserve concurrent with their unqualified resignation, and Environmental Science Services Administration officers eligible for appointment as an exception to the provisions of paragraph 1-5*e*.

1-3. Appointing authority. The authority to tender appointments is delegated as follows (see AR 135-101 and AR 601-139 for Army Medical Department Branches):

a. Headquarters, Department of the Army. The Adjutant General (CG, RCPAC) for the appointment of ARNGUS and USAR commissioned and warrant officers, except general officers, with or without concurrent active duty.

b. Area commanders. For the appointment of USAR commissioned and warrant officers residing within the geographical area of their commands. This authority may not be further

delegated except to commanding generals of US Army Hawaii, US Army Ryukyu Islands, US Army Japan, Eighth US Army, US Army Support Thailand, and US Army Vietnam when appointment with concurrent active duty has been approved at HQDA. Appointments will not be effected in the following cases without prior approval of HQDA:

(1) When concurrent active duty is requested.

(2) In grade of lieutenant colonel or higher if applicant has not had prior service in the grade in which appointment is to be tendered.

(3) When the applicant has been previously separated from the service with severance pay.

(4) For assignment in the following branches:

(*a*) Chaplain.

(*b*) Judge Advocate General's Corps.

(*c*) Staff Specialist.

(*d*) Women's Army Corps.

(5) Any application submitted under section VI, chapter 3.

(6) When warrant officer assignment is for:

(*a*) Army Bandmaster.

(*b*) Military Police Corps. See AR 195-3.

c. Exceptions.

(1) *Excepted appointments.* As an exception to *a* and *b* above, the Commandants, Army Aviation School and US Army Primary Helicopter School, and the Deputy Commandant US Army Aviation School Element, will tender appointments in the USAR to enlisted graduates of the Warrant Officer Rotary Wing Aviator Course and the Warrant Officer Fixed Wing Aviator Course (AR 611-85).

(2) *Commanding General, US Army Vietnam.* The Commanding General, US Army Vietnam has the authority for the appointment with concurrent active duty of USAR commissioned and warrant officers within the geographical limits of his command against quotas allocated that command by Headquarters, Department of the Army.

1-4. Eligibility criteria. Individuals possessing the qualifications in *a* through *i* below may apply for appointment except those individuals enrolled in or formally approved for officer candidate school or pre-warrant programs.

a. Age. Minimum and maximum age limitations are shown in table 1-1. The applicant must not have reached the birthday of the maximum age indicated prior to appointment.

b. Citizenship.

(1) Except for medical, dental, and allied category specialists liable for induction, and as indicated in (2) below, an applicant must be a US citizen or have lawfully entered the United States for permanent residence under applicable provisions of the Immigration and Naturalization Act as amended, unless he is currently serving, or has served previously in the Armed Forces of the United States. Foreign nationals living in the United States or its possessions who have not applied for permanent residence (nondeclarant alien) may submit application for initial appointment with the provision that if acceptable, application for permanent residence will be made.

(2) Applicants for Military Intelligence and Civil Affairs Branches must be citizens of the United States.

(3) Under no circumstances will appointment be made from the following categories:

(*a*) Applicants who have been convicted of wartime desertion or evasion of military service, as specified in the Immigration and Naturalization Act.

(*b*) Any individual barred from citizenship because of having applied for and having been relieved or discharged from service in the Armed Forces by reason of alienage.

c. Mental.

(1) Male applicants for appointment as a commissioned officer must achieve a score of 110 or higher on Aptitude Area GT of the Army Classification Battery or the Army Qualification Battery; a score of 115 or higher on the Officer Candidate Test; and a minimum composite Officer Candidate Test/Officer Qualification Inventory (OCT/OQI) score of 200. All applicants for appointment as a warrant officer must have a recorded standard score of 110 or

(*b*) A Regular Army officer with 10 or more years of active commissioned service and less than 20 years of active Federal service who is discharged because of failure, after second consideration, to be selected for promotion, or who voluntarily resigns prior to discharge therefrom, may apply to CG, RCPAC, ATTN: AGUZ–APD, for a Reserve commission. If it is determined that the applicant can be utilized in a Reserve status during mobilization, he may be appointed in active Reserve status without regard to the limitations in paragraph 1–2, or, if he desires, he may request concurrent transfer to the retired Reserve. However, personnel so appointed will not be brought to active duty under any procurement program except *an involuntary order to active duty under the provisions of AR 135–210.*

(5) USAR warrant officers having been twice passed over for AUS or USAR promotion to a higher warrant officer grade are ineligible for appointment as commissioned officers or warrant officers. A regular Army warrant officer with less than 20 years of active Federal service who is discharged because of failure, after second consideration, to be selected for promotion, or who voluntarily resigns prior to discharge therefor, may apply to CG, RCPAC, ATTN: APD, for a Reserve warrant. If it is determined that the applicant can be utilized in a Reserve status during mobilization, he may be appointed in an active Reserve status without regard to the limitations in paragraph 1–2, or if he desires, he may request concurrent transfer to the retired Reserve. However, personnel so appointed will not be brought to active duty under any procurement program except *an involuntary order to active duty under the provisions of AR 135–210.*

(6) Having been separated from any component of the Armed Forces as a security risk. Applications filed by individuals who were under security investigation at time of their separation will be forwarded to the CG, RCPAC, ATTN: APD.

(7) For failure to maintain eligibility for retention in an active Reserve status. After a lapse of 1 year an individual may be considered for appointment if the obstacles to active Reserve participation have been removed. An individual in this category must—

(*a*) Prove conclusively a valid reason for nonparticipation existed but is no longer a bar.

(*b*) Agree to participate actively if appointed.

d. Commissioned officers, warrant officers, and enlisted personnel *drawing retired pay for services with* any of the Armed Forces.

e. Commissioned officers of the Regular components of the Armed Forces, Public Health Service, and Environmental Science Services Administration, except—

(1) Officers of the Regular Army as indicated in c(4) (*b*) above, and

(2) Officers commissioned from the Army ROTC program who are about to be separated from the Environmental Science Services Administration prior to completion of at least 6 years' active duty. Such officers will be appointed upon discharge from the Environmental Science Services Administration, if otherwise qualified, without regard to the provisions of paragraph 2–8(4) (*c*).

f. Cadets, United States Military Academy, United States Air Force Academy and United States Coast Guard Academy, and midshipmen, United States Naval Academy.

g. Individuals who are pursuing a course of graduate study in one of the health professions (medicine, osteopathy, dentistry, veterinary medicine, or optometry) except those participating in programs sponsored by the Surgeon General.

h. Applicants whose appointment would cause them to hold simultaneously more than one Reserve status. This does not preclude appointment when separation from the current Reserve status can be accomplished. For example, a Reservist on active duty cannot be separated from his current status so long as he is to remain on active duty in that status. His appointment to another Reserve status will not be made unless he is to be placed on active duty under the new Reserve status.

i. Individuals denied retired pay or annuities under the so-called "Hiss Act" (Act of 1 September 1954 (68 Stat. 1142), as amended (5 USC 8311 et seq.)).

j. Individuals who are, or have been, members of any foreign or domestic organization, association, movement, group, or combination of persons advocating a subversive policy or seeking to alter the form of government by unconstitutional means, whose case has not been adjudicated favorably by the Department of the Army.

k. Citizens of the United States residing in a foreign country, except those—

(1) Residing in a country where the United States has troops stationed, or

(2) Residing in a country where the United States has a military mission, advisory or similar group, or

(3) Employed by the US Government and on duty with an Embassy, Legation, or Consular office of the United States.

(4) Residing in an area occupied by the Armed Forces of the United States.

Note. Request to obtain the official consent of the country in which they reside to accept appointment as a USAR commissioned or warrant officer from individuals in (1), (2), or (3) above will be submitted through diplomatic channels.

l. Except as indicated in AR 135-101 and AR 601-139, applicants with a Selective Service classification of 1-A, or when their classification could be changed to 1-A, with loss of deferment status, except when applying for appointment with concurrent active duty.

m. Enlisted members of the Reserve components of the Armed Forces of the United States with a remaining service obligation who have not completed an initial tour of active duty or active duty for training. Applications may be accepted from such applicants when concurrent active duty is requested.

n. Applicants for appointment as commissioned officer unable to complete 20 years creditable service for retirement or retired pay prior to mandatory removal from an active status or those applying for concurrent active duty who are unable to qualify for retirement under title 10, United States Code, section 3911, prior to attaining 28 years' service as computed under the provisions of title 10, United States Code, section 3853. Applicants for warrant officer appointment who are unable to complete 20 years of satisfactory active Federal service prior to age 62.

o. Individuals transferred to the Standby Reserve or discharged from the Army as a result of approved exemption from involuntary order to active duty as a member of the Ready Reserve.

p. Those who are in the military service of a foreign government, or those employed by a foreign government.

q. Individuals will not be initially appointed under sections VI, VII, or VIII, chapter 3, who currently hold an appointment as a commissioned officer in the USAR. Further, no person will be appointed whose separation from previous service was under circumstances that indicate there is an attempt to circumvent normal promotion procedures.

r. Regular Army warrant officers may not be appointed if the appointment would cause them to hold dual status. Regular Army warrant officers may apply for direct appointment under this regulation provided a resignation from their present status is submitted.

1-6. Waiver. Request for waiver will be submitted with the application and must contain complete justification, including recommendations of intermediate commanders when applicable. Request for waiver will be processed as indicated in *a* through *c* below.

a. The following requests will be forwarded to the CG, RCPAC, ATTN: AGUZ-APD:

(1) All requests for waiver of maximum age and grade under section II, chapter 3. Waiver of minimum age will not be authorized. Exceptions to maximum age, education, experience, and military training will be considered when individuals possess unusual skills or technical qualifications fulfilling a specific need. Waiver of both education and experience will not be considered for appointment under section VI, chapter 3.

(2) Waiver for appointment in the grade of lieutenant colonel and colonel of applicants without prior commissioned service.

(3) Waiver of conviction of the following offenses will be submitted with the application

and evaluated with the National Agency Check:

(*a*) Felony under local, Federal, or military law.

(*b*) One which resulted in sentence to confinement in prison, stockade, or detention area, or in sentence to hard labor.

(*c*) One involving moral turpitude.

(4) Applications from individuals employed by a foreign government for final determination by the Secretary of the Army.

(5) Waiver of requirements set forth in paragraph 3–11*a* and *c* for appointment in the Judge Advocate General's Corps.

(6) Waiver of the provisions of paragraph 1–5*c*(4) will be considered for those individuals who were discharged as a result of twice failing of selection for USAR promotion based on promotion service accrual while regularly enrolled as students in approved medical or dental schools or while undergoing civilian internship or residency training.

(7) Exceptions to paragraph 1–5*o* may be made when appointment is for concurrent active duty. Those members of the Standby Reserve requesting waiver under this subparagraph must also meet the requirements of paragraph 1–5*h*.

(8) Waiver of the provisions of paragraph 1–5*n* may be considered at Headquarters, Department of the Army on an individual basis when an applicant applying for appointment without concurrent active duty possesses outstanding qualifications.

(9) Waiver of any disqualification other than those specifically authorized in this paragraph will be acted upon by Headquarters, Department of the Army. *Waivers will not be considered unless approval is recommended by appropriate area commander.* Waivers will not be considered for ineligibilities listed in paragraph 1–5 for which waivers are not authorized in this paragraph.

b. Chief of Chaplains. Requests will be forwarded direct to HQDA (DACH–ZA) Washington, DC 20314 for exceptions to maximum age limitation up to 40th birthday for initial appointment with concurrent active duty in the grade of first lieutenant, Chaplains Branch.

c. Area commanders. Area commanders may grant a waiver for offenses under military or civil codes, except as specified in *a*(3) above, if the applicant's conduct and character at this time are above reproach and the potential value of the applicant's services is considered to be very high.

1–7. Grade on appointment. If otherwise qualified, applicants may be appointed in grades indicated.

a. Commissioned officers.

(1) Male warrant officers and enlisted personnel will not be appointed under section II, chapter 3, above the grade of second lieutenant. Exceptions may be made by the Department of the Army where outstanding leadership performance in combat and exceptional qualifications make the action in the best interest of the Army.

(2) Officers and former officers.

(*a*) Former Army officers in the highest grade satisfactorily held or in the last grade held if reduced from a higher grade.

(*b*) Reserve officers or former commissioned officers of the other Armed Forces of the United States, United States Public Health Service, including temporary officers thereof, and officers of the Environmental Science Services Administration when applicable, in the Army grade comparable to the last grade satisfactorily held.

(*c*) Former second lieutenants who upon appointment would be eligible for promotion to first lieutenant may be appointed in the grade of first lieutenant.

(*d*) Reserve general officers (not on active duty) who are discharged because they cease to occupy a position commensurate with their grade or a higher grade may be appointed in the Reserve grade held prior to being appointed in a general officer grade.

(3) Appointment to fill troop program unit and mobilization designation vacancies will be in the appropriate branch and in the grades authorized in (1) and (2) above and (4) and (5) below. An applicant who is qualified for appointment to the grade of second lieutenant may be appointed to fill only a vacancy in which the TOE or TDA authorized

grade is lieutenant. An applicant qualified for appointment in a grade of first lieutenant or above may be appointed in a vacancy in which the TOE or TDA authorized grade is up to two grades above the grade of appointment. An officer occupying a position is which a higher grade is authorized will not be counted against the strength authorization in the TOE/TDA for his grade.

(4) For grades on appointment with assignment to the Women's Army Corps, the Judge Advocate General's Corps, Civil Affairs, as Professional and Technical Specialists, or Chaplains, see appropriate sections of this regulation. For grades on appointment in the Army Medical Department, see AR 135-101 and AR 601-139.

(5) Applicants may be appointed in grades up to and including colonel.

b. Warrant officers. Appointments will be as warrant officer, W-1, except—

(1) Chief warrant officers and former chief warrant officers may be appointed in the highest warrant officer grade satisfactorily held.

(2) Commissioned and former commissioned officers who have served a minimum of 2 years active service in a commissioned status may be appointed in the grade of chief warrant officer, W-2.

(3) Enlisted men serving in grades E-8 or E-9 may be appointed in the grade of chief warrant officer, W-2, provided they have served at least 2 years in an active status in either of those grades as of date of appointment.

1-8. Service obligations. *a.* For obligations incurred upon initial appointment, see AR 135-90 and DA Forms 3574 and 3575.

b. Nonobligated personnel appointed as commissioned or warrant officers must be available for service during any emergency or mobilization. Applicants must have full knowledge of this requirement when submitting applications.

c. Applicants appointed as commissioned or warrant officers with concurrent active duty are required to serve in an active status for a specified period. The duration of this term of service will be in accordance with regulations or Department of the Army circulars announcing each procurement program.

Table 1-1. Minimum and Maximum Age Limitations

Grade	*Minimum age*	*Maximum age**
Second lieutenant, except divinity students and WAC	18	28
Second lieutenants—divinity students	18	30
Second lieutenants—WAC	20	28
First lieutenant	21	33
Captain		39
Major		48
Lieutenant colonel		51
Colonel		55
Warrant officer, male	18	46
★Warrant officer, female	20	46

*Maximum age limitations may be increased for former officers and warrant officers by an amount nor more than the length of previous service in grade in which appointment is authorized. (Previous service includes active duty or active Reserve service in any component of the Armed Forces.) An increase in age is not authorized if an applicant will have less than 2 years to serve before being removed from an active status under provisions of AR 140-10, or if applying for appointment and concurrent active duty before being removed from active duty with the Active Army under the provisions of AR 635-100.

Table 1-2. Qualifying Score Equivalents

Armed Force	*Minimum qualifying score*	*Score system*	*Aptitude composite or area*	*Test batteries*
Navy	110	Navy standard	General technical aptitude composite (GCT + ARI)	BTB.
Air Force	65	Percentile	General aptitude area	ACB, ACT, AQE
Marine Corps	110	Army standard	General technical aptitude area	ACB.

CHAPTER 2

PROCESSING

2-1. Applications and allied papers. Applications for appointment will include the following documents, except as indicated in *s* and *t* below:

a. DA Form 61 (Application for Appointment) in triplicate.

(1) When submitted under section VI, chapter 3, the specialty for which applying will be shown below in Item 32.

(2) Individuals currently holding any other USAR status will include a statement in Item 32 that they understand their present Reserve status will be vacated by acceptance of appointment.

(3) Individuals serving in oversea commands will include in Item 32 the scheduled date of return to CONUS or rotation to another location in an oversea command.

b. Documentary evidence of educational qualifications. Consolidated transcripts of college and university study will be signed by an official of the institution attended. Photostatic or true copies are acceptable.

c. DD Form 98 (Armed Forces Security Questionnaire) in duplicate.

d. Forms required for completion of personnel security investigation as specified in AR 381-130. Applications for appointment and concurrent active duty will include a statement that a National Agency Check or other investigation of broader scope has been initiated (date initiated) or that such investigation has been conducted previously, with identifying date.

e. Standard Form 88 (Report of Medical Examination) will be prepared in duplicate and Standard Form 93 (Report of Medical History) will be prepared in original only. If a previous medical examination is valid under AR 40-501, a new medical examination will be required only if the appointing authority has reason to question the medical fitness of the applicant, or if the applicant requests an examination. Any applicant drawing a pension, disability compensation, or retirement pay must undergo a medical fitness examination regardless of how recently his last medical examination was completed. Applicants, except members of the other Armed Forces, applying for appointment with concurrent active duty will not be required to undergo a medical examination until notification is received from the CG, RCPAC, of selection for appointment. Applicants for appointment without concurrent active duty will not be required to undergo medical examinations until selected for appointment.

f. Additional information required for appointment in Military Intelligence and Military Police Corps.

(1) Applications for Military Intelligence Branch with concurrent active duty will, without regard to any prior investigation completed, include five copies of DD Form 398 (Statement of Personal History) with all applicable items completed as prescribed in AR 381-130 and record of prior clearances entered on the last page of DD Form 398 from personnel records; two copies of FD Form 258 (Fingerprint Card): DD Form 1584 (Department of Defense National Agency Check Request); and two full length photographs approximately post card size.

(2) Applications for Military Intelligence Branch without concurrent active duty will include the documents prescribed in AR 140-192 and AR 614-103.

(3) Applications for appointment as a warrant officer in the Military Police Corps will include documents prescribed in AR 195-3.

g. Photostatic copy of DA Form 152 (Certificate of Completion of Course) when required.

h. DA Form 160 (Application for Active Duty) in duplicate, when applying for concurrent active duty. Individuals who are members of the other Armed Forces when applying for MOS requiring completion of specific Army courses must indicate in Item 13 (Remarks) completion of equivalent formal instruction within the specific area. Applications must contain evidence indicating courses completed and scope of instruction.

i. A signed statement will be furnished by former conscientious objectors expressing abandonment of such beliefs so far as they pertain to their willingness to bear arms and to give full and unqualified military service to the United States

and agreeing that they will not apply for separation by reason of conscientious objection during the period of their contracted agreement.

j. A statement by a conscientious objector applying for appointment in the Chaplains Branch or a corps of the Army Medical Department (except Veterinary Corps) to the effect that he conscientiously objects to combat service but is willing to perform full and unqualified service as a Chaplain or officer of the Army Medical Department (except Veterinary Corps). Conscientious objectors applying under the provisions of this paragraph must possess a Selective Service classification of no higher than 1-A-0 (as opposed to I-O).

k. Members of Reserve components not on active duty, of the Navy, Air Force, Marine Corps, Coast Guard, and Public Health Service, must submit a conditional release obtained through official channels. Members of the other Armed Forces (except US Coast Guard) on active duty will be accepted and processed without statement of conditional release from the losing service. Applications from members of the US Coast Guard must be accompanied by a conditional release or a copy of a request for such release.

l. A statement from the State adjutant general that a member of the ARNG or ARNGUS applying for appointment, if tendered an appointment, will be separated from his National Guard status.

m. Non-prior-service male applicants under 26 years of age who have not previously incurred a service obligation under the Military Selective Service Act of 1967 will complete Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment (DA Form 3574) in triplicate.

n. Prior-service applicants appointed following a break in service, female applicants and non-prior-service applicants over 26 years of age will complete Certificate of Acknowledgment and Understanding of Service Requirements for Individuals Applying for Appointment (DA Form 3575) in triplicate.

o. An individual not a citizen of the United States by birth will submit a statement as shown in figure 2-2. Children born of an American parent or parents outside the United States acquire citizenship through the parent or parents. Citizenship verification of persons born abroad of an American parent or parents will be made in one of two ways:

(1) Presentation of a Certificate of Citizenship (Form N-600) issued by the Immigration and Naturalization Service. To preclude a future challenge to their claim of citizenship, applicants not having this document should be advised to make application at the nearest office of the Immigration and Naturalization Service.

★(2) Presentation of an authenticated copy of Department of State Form 240—Report of Birth Abroad of a Citizen of the United States of America. This form is also referred to as the Consular Report of Birth. Applicants may obtain this document from the Authentication Officer, Department of State, Washington, DC 20520.

p. The following signed statement from an applicant requesting concurrent active duty with assignment as a Chaplain who may not because of the provisions of title 10, U.S.C. 3848, be able to qualify for retirement under 10 U.S.C. 3911. This statement is not required for those individuals who cannot qualify for retirement under 10 U.S.C. 3911 prior to attaining age 60.

I understand that, because of my age, the possibility of my becoming entitled to military retirement benefits under existing legislation is contingent upon the passage of future events which are not accurately predictable at this time.

q. Applicants will complete a chronological listing of all civilian employment and degree of responsibility at each position.

r. A statement by applicants who are enlisted members of the Reserve components of the Armed Forces and who have completed 6 months active duty or an initial tour of ADT acknowledging that if their induction is caused by failure to participate satisfactorily in required training, they will be ineligible for active duty as an officer or warrant officer and their commission or warrant will be terminated.

s. In lieu of formal application the following may request appointment in letter form:

(1) Regular Army officers applying for USAR appointment concurrent with Regular Army resignation.

(2) Individuals currently serving on active duty as officers of the other Armed Forces when applying for appointment with concurrent active duty as prescribed in AR 614-120.

(3) Warrant officers applying under paragraph 3-33*a*(3) and (4), and former officers under

paragraph 3-33*a*(5) when applying within 1 year from date of discharge. Such applicant must meet requirements of paragraph 1-4*g*.

(4) USAR officers applying for appointment for assignment in another branch or grade. Such applicants must furnish documentary evidence of educational level as required for the branch and any additional forms, documents, or information as required by other regulations or the section of those regulations governing the particular branch. In addition, a current medical examination as prescribed in AR 140-120 is required.

t. For members of the Environmental Science Services Administration applying under paragraph 1-5*e*, the forms required by *a*, *c*, *d*, and *f* above.

u. Name in which appointed. Ordinarily, applicants will be appointed in the name reflected in a birth, baptismal, citizenship, or naturalization certificate, or court order authorizing a change of name. An individual may be appointed at his request, in the name by which he is known in his community, provided the assumption of that name was not for fraudulent purposes.

(1) Applicants desiring to be appointed in a name as indicated above will be required to complete DA Form 3284-R (Applicant's Statement of Name Change) (image size 7 by 9 4/6 inches) which will be locally reproduced on 8- by 10 1/2-inch paper (fig. 2-1). The signatures of two individuals who can attest to the truth of the applicant's statement must be affixed to the statement below the applicant's signature. It is preferable that the witnesses include his natural parents, stepparents, or legal guardian. However, in appropriate cases, the witnesses may include reliable members of the community, such as school officials, ministers, close relatives, and neighbors.

(2) In appropriate cases, the DD Form 369 (Police Record Check) should be accomplished reflecting both the name as recorded on one of the official documents indicated above, and the name assumed by the individual.

v. A copy of enlisted applicant's DA Form 20 (Enlisted Qualification Record) will accompany the application. Applicants who are members of the Air Force, Navy, Marine Corps, or US Coast Guard will submit a copy of the equivalent form used by the parent service.

w. Individuals with more than 17 years of active Federal service who apply for appointment as a warrant officer with concurrent active duty must complete the following statement:

> I, _____, hereby volunteer to remain on active duty for a period of 3 years in warrant officer status subsequent to my appointment and/or call to active duty. I understand that my retention on active duty during this period is subject to the normal release provisions outlined in AR 635-100. I further understand that I may not be voluntarily retired prior to completion of this service obligation.

x. A statement signed by a responsible official from one of the other Armed Forces that a favorable NAC (para 1-4*h*) exists on an individual serving on active duty with that Armed Force will be accepted by the Department of the Army. The statement must indicate the date and by whom the NAC was completed. Certification by the applicant is not acceptable.

★*y*. All applications from female applicants for appointment in the USAR as commissioned or warrant officers will include a statement of marital status and number and ages of dependents under 18 years of age. In addition to the above information, all female applicants will sign and submit the following statement:

> I understand that if I am selected for appointment and/or active duty that I will be expected to accept such assignments as are in the best interest of the service regardless of my marital status and/or responsibility for dependents; and that it is my responsibility to make appropriate arrangements for the care of my dependents should I be required to perform duty in an area where dependents are not permitted.

2-2. Submission of application. Applications for appointment will be submitted and processed under this chapter, except that applicants for appointment under chapter 3 must meet special requirements outlined in that chapter. Applications for appointment in the Army Nurse Corps and the Army Medical Specialist Corps will be guided by AR 601-139 and applicants for appointments in the other corps of the Army Medical Department by AR 135-101. No command or headquarters, except that conducting the evaluation board (para 2-3*c* (4)(*c*)) will hold an application beyond 5 working days. Applications will be submitted as follows:

a. For appointment with assignment to Reserve troop program units, mobilization designee table

of distribution vacancies and Ready Reserve Reinforcement vacancies:

(1) Through the unit commander for enlisted and warrant officer members of active Reserve units.

(2) Through the commander of the unit where assignment is requested for individuals not members of the Army Reserve.

(3) Through the commanding officer of the unit where applicant is assigned for duty when individual is currently on active duty.

(4) Through the CG, RCPAC or the oversea area commander as appropriate for applicants who are nonunit members of the Ready Reserve or members of the Standby Reserve.

(5) Through Army commander for Ready Reserve Reinforcement vacancies except those submitted through (4) above.

b. For appointment with concurrent active duty.

(1) USAR personnel who are members of a troop program unit will submit applications through the unit commander direct to the appropriate area commander. Nonunit USAR personnel will submit applications direct to CG, RCPAC, ATTN: AGUZAPD or appropriate oversea area commander.

(2) ARNGUS personnel will submit applications through normal Army National Guard channels to the appropriate State adjutant general who will forward the approved applications to the appropriate area commander.

(3) Individuals from civilian status will submit applications direct to the appropriate area commander.

(4) Applications for appointment in the Chaplains Branch will be forwarded by the applicant direct to HQDA (DACH-ZA) Washington, DC 20314.

(5) Personnel on active duty with any of the Armed Forces will submit applications to the commander having custody of their personnel records who will forward the application to the appropriate area commander, except those applications generated internally within USASA for appointment in the Military Intelligence Branch, or as warrant officer in a USASA MOS (283A, 051A, 052A, 053A, 285A, 981A, 982A, 983A, or 988A). This type of application will be processed through USASA channels and forwarded to Commanding General, US Army Security Agency, Arlington Hall Station, Arlington, VA 22212, for processing. Applicants for a USASA MOS who are not assigned to USASA will be processed through USASA channels.

(6) Applications from Air Force members who are OSI agents will be forwarded through AF District Offices to the Directorate of Special Investigations (AFISIM) for indication of date the applicant can be made available if selected. Applications will be forwarded by the Director of Special Investigations direct to CG, RCPAC, ATTN: AGUZ-APD, 9700 Page Boulevard, St. Louis, MO 63132.

2-3. Processing of application. *a.* The commander initially receiving the application will—

(1) Review applications for completeness and determine applicant's administrative eligibility to apply for appointment.

(2) Return application if applicant does not meet the basic administrative prerequisites

for appointment, giving the reasons for rejection.

(3) Include the following statement, signed by the unit commander, in forwarding indorsement, when the application is to fill a vacancy in troop program unit:

Appropriate position vacancy exists in this unit in the grade of _____ and MOS of _____, TDA/TOE _____, paragraph _____ and line number _____, branch _____. There is no qualified officer assigned to this unit, or any other qualified Reserve officer assigned to the IRR available for this position. This position will be held open for this applicant pending action by higher headquarters. I desire the assignment of the applicant to this organization.

(4) See AR 140-192 and AR 614-103 for actions required in processing applications for Military Intelligence without concurrent active duty.

(5) Forward application of qualified applicants with appropriate recommendation, through any intermediate commanders to the area commander concerned.

b. Intermediate commanders will—

(1) Review application and allied papers and indorse to the area commander.

(2) Indicate availability or nonavailability of qualified officer for position vacancies named in statement required by *a*(3) above.

(3) Return applications when the applicant does not meet the basic administrative prerequisites or when errors are found that cannot be corrected without referring the application to the originator or to his unit of assignment.

c. Area commanders will—

(1) Review applications for correctness and determine eligibility of each applicant.

(2) Return application if—

(*a*) Applicant does not meet the basic administrative prerequisites for appointment, giving the reasons for rejection.

(*b*) Errors or omissions are found that cannot be corrected within the area command headquarters.

(3) Refer applications that meet administrative prerequisites to the respective general or special staff section within the headquarters for technical review.

(4) When an applicant has been determined eligible and recommended by the staff section—

(*a*) Initiate action to obtain security requirements as prescribed by paragraph 1-4*h*. Applicants, except members of the other Armed Forces applying for concurrent active duty will not require action as prescribed in paragraph 1-4*h*, until receipt of notification from CG, RCPAC that application is approved.

(*b*) Arrange for a Type A medical examination as prescribed by chapter 10 and appendix IX, AR 40-501 for applicants who are members of the other Armed Forces and concurrent active duty is requested.

(*c*) Refer application to the president of an examining board for action as provided in chapter 4, except as otherwise provided in this regulation or regulations governing the specific appointment. Instruct the boards to advise all applicants that their application will be processed as expeditiously as possible. Telephonic and written inquiries requesting status of an application only delay the processing. The processing and forwarding of all cases will be expedited to the greatest extent possible. Objective should be to complete board action within the 2-week period immediately following receipt of application.

(5) Upon receipt of examining board report—

(*a*) Have scores computed for applicant's biographical information blank, interview record, and appraisal sheet (para 4-4, 4-5, and 4-6).

(*b*) Have a composite score computed for WAC applicants.

(6) Review the entire applicable record, including report of board proceedings and National Agency Check and determine applicant's administrative eligibility and professional acceptability.

(7) Notify rejected applicants, furnishing the specific reason for rejection.

(8) Tender appointments to qualified applicants when delegated authority.

(9) Forward applications, with appropriate recommendations, requiring approval of Headquarters, Department of the Army, to CG, RCPAC, ATTN: APD.

2-4. Status reports and station changes. *a.* Commanders will report change in status to include unfavorable personnel actions which may influence application.

b. Applicants will immediately report any change in status or station to the agency processing the application.

c. CG, RCPAC will notify the applicant and area commander by electrical message where applications are approved for concurrent active duty.

d. Applicants who are informed of tentative selection will be advised that they should not expend personal funds or make any other permanent plans in connection with their appointment until they have executed their oath of office.

2-5. Resubmission. Previous nonselection does not bar an individual from submitting another application, provided he is otherwise medically, morally, and professionally qualified at the time of submission. Individuals who are not selected may not reapply earlier than 1 year after date of previous application. Individuals may reapply earlier when additional pertinent qualifications have been acquired or vacancies for which individual has not been considered are announced subsequent to submission of last application.

2-6. Discontinue procurement. When sufficient applications have been received an announcement will be made to delete a specific branch or MOS from the active duty procurement program. Qualified and interested individuals should submit their applications as soon as possible after announcement of the procurement program. Applications should be submitted with the understanding that they will be returned without further processing at any time procurement requirements no longer exist.

2-7. Appointment procedures. Upon approval of an application the appointing authority will—

a. Assign officers to an appropriate branch.

(1) The branches for applicants who are not on active duty will be determined by their qualifications and the vacancies which they are to fill, or in accordance with (2) below.

(2) Former commissioned officers of any of the Armed Forces of the United States on active duty in the Army in a warrant officer or enlisted status, if qualified, will be given the option of accepting appointment in the—

(*a*) Branch in which they have been assigned or detailed, provided they are qualified therefor, or

(*b*) Branch in which they have formerly held an appointment.

b. Issue and forward to each appointee a letter of appointment (fig. 2-3 or 2-4, as appropriate) and DA Form 71 (Oath of Office—Military Personnel).

(1) A signed oath of office is required for appointment in any component of the Army.

(2) The execution and return of the oath of office constitutes acceptance of appointment. No other evidence is needed or required. However, acceptance of an appointment may be "expressed" as by formal acceptance in writing or "implied" as by entering upon the performance of the duties of the office.

(3) An oath of office properly dated and signed by a Reserve officer of the Army and taken before a person believed qualified but actually unauthorized to administer oaths, is ineffective as an oath of office because of defective attestation. However, it is valid as an acceptance and will be recorded as such on all Army records. In such instances, a valid oath of office will be secured and will be dated as of the date actually accomplished. Both oaths will accompany the papers forwarded under the provisions of paragraph 2-8*b*(1).

(4) When the appointment involves a warrant officer or enlisted member of the Active Army, enter in parentheses under appointee's address, the individual's current grade.

(5) When credit for service in an active status based on education and experience is used to determine grade eligibility at the time of appointment, the number of years, months, and days credited will be indicated after "D" on the letter of appointment.

(6) An oath of office executed with reservations of any nature or modification will not be recorded as an acceptance. If the individual does not desire to execute an oath without reservations, the appointment will be canceled.

c. If the individual fails to reply within 90 days or not in sufficient time to comply with orders for concurrent active duty, unless for justifiable reasons, notify the appointee of withdrawal of the appointment and request return of documents forwarded to the individual.

d. Major commanders will notify HQDA (DAPO-OPD) (appropriate control branch), Washington, DC 20315, of all selected officers not ordered to active duty, including the reason therefor. The CG, RCPAC, ATTN: AGUZ-APD, will be notified when selected applicants are not tendered an appointment or when the appointment is not accepted.

e. The oath of office will not be executed prior to date of entry on active duty when the appointment is for concurrent active duty and the appointee is currently serving in the active Armed Forces. When an appointment is contingent upon satisfactory completion of prescribed schooling, the oath of office will not be executed prior to date of graduation.

f. If the appointee declines the appointment, the letter of appointment and allied papers, together with the letter of declination will be forwarded to the CG, RCPAC, ATTN: AGUZ-APD, when Headquarters, Department of the Army is the appointing authority.

2-8. Disposition of appointment documents. *a.* Upon receipt of DA Form 71, the appointing authority will—

(1) Record the officer's date of acceptance on letter of appointment.

(2) For all original appointments, forward an officer's commission (DD Form 1A), or warrant officer's commission (DA Form 1290). The date of the individual's acceptance will be shown on the commission or warrant as the date of appointment. DA Pam 600-2 (The Armed Forces Officer) will also be forwarded to commissioned officers.

b. The appointing authority will take the following action:

(1) Forward the following documents, *in the order shown,* to HQDA (DAAG-PSR) TAGO Bldg, Falls Church, VA 22041, when appointment is for concurrent active duty, and to the Commanding General, RCPAC, ATTN: AGUZ-RMD, for all other appointments.

(*a*) One copy of the letter of appointment.

(*b*) DA Form 71.

(*c*) Original DA Form 61.

(*d*) Original SF 88.

(*e*) Original DD Form 1584 or DD Form 398 when appropriate.

(*f*) Original DD Form 98.

(*g*) Original DA Form 160, when applicable.

(*h*) Original DA Form required by paragraph 2-1*m* or *n* as applicable.

(2) File copies of the records indicated in (1)(*a*)(*c*)(*d*)(*e*)(*f*) and (*h*) above with a copy of the SF 93 in the Military Personnel Records Jacket or Health Record, as appropriate. AR 640-10 governs the identification of documents filed in the Military Personnel Records Jacket. For officers appointed with concurrent active duty, these records will be forwarded to the first duty station of the individual. For individuals appointed from an Active Army status, forward the records to the commanding officer of the individual's unit. For all other appointees records will be forwarded to the appropriate commander or the Commanding General, RCPAC.

c. The authority tendering appointment will establish necessary procedure to notify the appropriate State adjutant general or the losing service of the acceptance by their members of appointment as Reserve commissioned or warrant officers of the Army. Notification will contain sufficient information for the losing agency to identify the individual involved. Forward a copy of the letter of appointment to HQDA (DAMO-IAZ) Washington, DC 20310, when appointment is made for assignment to the Civil Affairs Branch.

d. The area commander will forward a letter as outlined in figure 2-5 to each officer initially

commissioned in the USAR who is not ordered to concurrent active duty or who is not serving on active duty in any status.

e. The report of the examining board and related papers will be disposed of as prescribed in AR 340-18-7. Answer sheets, DA Form 6215-1, for the WAC Biographical Information Blank will be forwarded to the US Army Behavior and Systems Research Laboratory, Room 239, Commonwealth Building, 1320 Wilson Boulevard, Arlington, VA 22209. Original documents belonging to each applicant will be returned when they have served their purpose.

2-9. Commissions and warrants. Stocks of DD Form 1A and DA Form 1290 will be obtained from the CG, RCPAC, ATTN: AGUZ-APD. Appointing authorities will safeguard these forms at all times and protect them from mutilation during mailing.

2-10. Army Reserve appointments by grade, branch, and source (DA Form 2490), Reports Control Symbol OPO-38. *a. Purpose.* This report is required by law (10 U. S. C. 3353(d)). In addition, it will be used in evaluating the Reserve component policies and as a source of furnishing appointment data to responsible agencies.

b. Preparing agencies. Appointment authorities are responsible for preparing and submitting this report for each calendar year. Report will be dispatched in single copy to the CG, RCPAC, ATTN: AGUZ-APD, St. Louis, MO 63132 not later than 5 workdays following the end of the calendar year.

c. Forms. Report will be submitted on DA Form 2490 which will be obtained from the CG, RCPAC, ATTN: AGUZ-APD, St. Louis, MO 63132.

CHAPTER 3
APPOINTMENTS

Section I. APPOINTMENT OF OFFICERS AND FORMER OFFICERS

3-1. General. Applications of officers and former officers must meet the requirements prescribed in chapter 1 and will be processed in accordance with chapter 2. Applications will be sent to CG, RCPAC, ATTN: AGUZ-APD, for administrative review of Official Military Personnel File (OMPF).

3-2. Restriction on appointments. Appointments under this chapter will not be made in general officer grades or for assignment in—

a. Army Medical Department.

b. Chaplains.

c. Civil Affairs.

d. Judge Advocate General's Corps.

Section II. APPOINTMENT AS COMMISSIONED OFFICERS OF ARMY WARRANT OFFICERS AND ENLISTED PERSONNEL

3-3. General. *a.* This section prescribes special requirements and procedures for appointment of enlisted personnel and warrant officers as commissioned officers in the USAR. The provisions of chapters 1 and 2 apply except as otherwise indicated in this section.

b. Appointments will not be made for assignment in—

(1) Army Medical Department.

(2) Chaplains.

(3) Judge Advocate General's Corps.

(4) Staff Specialist.

(5) Civil Affairs.

(6) Women's Army Corps (requirements of sec. V apply).

c. Applicant must not have reached his 28th birthday at date of appointment. Waiver of maximum age limitations will be considered when—

(1) Applicant becomes overage due to administrative processing, provided the application was submitted within a reasonable period to permit normal processing and any delay encountered resulted from circumstances beyond the control of the applicant. To insure adequate time for processing, applicant should be encouraged to submit his application prior to his 27th birthday. Request for waiver, with detailed explanation of delay in processing will be submitted in accordance with paragraph 1-6*a*.

(2) The applicant possesses outstanding leadership qualifications for which a requirement exists. Requests for such waivers will be forwarded with recommendations from the area commander for final determination by the Department of the Army.

3-4. Special requirements. Personnel of the following categories may apply under this section.

a. Warrant officers and enlisted persons currently serving on active duty in any component of the Armed Forces in grades E-5 through E-9. Applicant must have completed at least 6 months honorable active duty in those grades in any component of the Armed Forces. Completion of the Army Precommission Correspondence Course is not required but is desirable for personnel without wartime service. Former warrant officers and enlisted personnel who have had 6 months active duty in the grade of warrant officer or in one of the upper five enlisted grades may become administratively eligible by enlistment or transfer as a Reservist of the Army in one of the upper five grades.

b. Army Reservists currently serving in active status in grades E-2 through E-4 subject to the following:

(1) Completion of 1 year of active duty in the Army or 1 year of active Reserve service and an initial tour of active duty for training.

(2) Satisfactory completion of the Army Precommission Correspondence Course.

(3) Possessing marked qualifications of such nature as to justify appointment prior to service in the upper five enlisted grades.

c. Reserve warrant officers and enlisted members in grades E-5 through E-9 who meet all of the following requirements.

(1) Are in an active status in the Army Reserve.

(2) Have satisfactorily completed Army Precommission Correspondence Course.

(3) Have completed an initial tour of active duty for training.

(4) Successful completion of a National Guard State Officers' Candidate School approved by Headquarters, Department of the Army will be substituted for (2) or (3) above. The CONUS Army commander concerned will be responsible for appointment of the individual on the date of graduation. Applicants will not be required to appear before an examining board.

d. Warrant officers and enlisted personnel of any component of the Armed Forces of the United States and former warrant officers and former enlisted personnel who have—

(1) Completed at least 1 year of honorable active duty in any of the Armed Forces of the United States, and,

(2) At least a baccalaureate degree from an accredited college or university recognized by the Department of Health, Education, and Welfare, Office of Education, as listed in Directory, Higher Education.

Section III. APPOINTMENT OF CHAPLAINS

3-5. General. This section prescribes special requirements and procedures for appointment of qualified male personnel for assignment as chaplains. The provisions of chapter 1 and 2 apply except as otherwise provided in this section.

3-6. Special requirements. *a.* Applicants with prior service as chaplains in any component of the Armed Forces of the United States must meet the requirements shown in (2) below. Applicants for initial appointment in grades above second lieutenant and former officers without prior service as chaplains must meet the following criteria:

(1) Education—

(*a*) Possess a consolidated transcript of a minimum of 120 semester hours of undergraduate credits from a college or university accredited by one of the six regional accrediting associations shown in the Education Directory, Higher Education, published by the US Department of Health, Education and Welfare. An applicant who has completed work at a nonaccredited school may be acceptable if he presents a statement or transcript from an accredited institution indicating that he has a minimum of 120 semester hour credits acceptable to that institution.

(*b*) Possess a consolidated transcript of a minimum of 90 semester hour graduate credits or an appropriate graduate theological degree from a theological school accepted as a member of the American Association of Theological Schools, or from a graduate school which is a component part of a college or university accredited by an appropriate regional accrediting association. An applicant who has completed work at a nonaccredited graduate theological school may be acceptable if he presents a statement or transcript from an accredited graduate institution indicating that he has 90 semester hour graduate credits or a graduate theological degree acceptable to that institution.

(*c*) As an exception to (*b*) above, a senior seminary student enrolled in an accredited theological school or a graduate school which is a component part of a college or university accredited by an appropriate regional accrediting association may apply 180 days prior to graduation and ordination, provided he requests appointment with concurrent active duty. Such applicant must submit, in addition

to transcript of undergraduate credits, a consolidated transcript of graduate credits completed at the time of application and a statement from the registrar of the hours that will be completed upon graduation. The Chief of Chaplains will verify successful completion of graduate study prior to appointment.

(2) Ecclesiastical indorsement. Each applicant must be—

(*a*) Accredited by and in good standing in a recognized religious denomination or organization.

(*b*) A fully ordained or accredited priest, rabbi, or minister of religion.

(*c*) Actively engaged in the pursuit of his religious vocation.

(*d*) Qualified spiritually, intellectually, and psychologically for the Army Chaplaincy.

(*e*) Granted ecclesiastical indorsement by the recognized agency of his denomination.

(*f*) Granted conditional ecclesiastical indorsement by the recognized agency of his denomination in lieu of ecclesiastical indorsement if he is a senior theological student requesting active duty. The conditional indorsement will indicate that he will receive full indorsement upon graduation from the seminary and/or ordination. The Chief of Chaplains will verify ecclesiastical indorsements prior to appointment.

b. Applicants for initial appointment in the grade of second lieutenant with assignment to the Staff Specialist Branch, MOS 0001 (Divinity Student) must meet the following:

(1) Present consolidated transcript of a minimum of 120 semester hours of undergraduate credits completed in an accredited school as described in *a*(1)(*a*) above.

(2) Present ecclesiastical approval from recognized denominational indorsing agency.

(3) Present a statement from the registrar of an accredited graduate theological seminary, or other graduate school as described in *a*(1)(*b*) above, the applicant is either enrolled as a full-time student or has been accepted for the next entering class.

(4) Applicant must sign the following statement and attach it to DA Form 61:

If appointed in the grade of second lieutenant, USAR, MOS 0001 (Divinity Student) for assignment to the Staff Specialist Branch, I agree to apply for and accept a commission as first lieutenant, USAR, with assignment to the Chaplains Branch, within 3 years of graduation from seminary and ordination. I further agree to serve a minimum period of 3 consecutive years active duty if the Department of the Army requires my services.

3-7. Grade. *a*. Appointment will not be made in the grade of second lieutenant, except as provided in *c* below, or in general officer grades.

b. Appointment may be made in the following grades:

(1) Applicants without prior commissioned service above the grade second lieutenant—first lieutenant. Applicants initially appointed under this authority will be credited with 3 years service in an active status.

(2) Reserve officers or former officers, including chaplains of any of the Armed Forces —in a grade corresponding to the last grade held.

(3) Reserve officers or former officers of the Armed Forces who have previously served sufficient time in grade to qualify for mandatory consideration for promotion to the next higher grade—in the higher grade.

c. Individuals (para 3-6*b*) may be appointed as second lieutenants with assignment to the Staff Specialist Branch, MOS 0001, until such time as they become eligible for appointment as first lieutenant in the Chaplains Branch, without regard to quotas. An individual when appointed first lieutenant will be credited with 3 years service in an active status exclusive of the years, months, and days served in the grade of second lieutenant, Staff Specialist Branch, USAR, as a divinity student.

3-8. Applications. *a*. Applicants for the Chaplain Branch and/or the Staff Specialist Branch (divinity student) will not be required to appear before an examining board except as directed by Headquarters, Department of the Army. Individuals applying for grades above second lieutenant will furnish the documents indicated below and those required by chapter 2. Individuals holding appointments as second lieutenants, Staff Specialist Branch, with MOS

0001, need not submit transcript of undergraduate studies or forms required by chapter 2 other than DA Form 61 and SF 88 and SF 93.

(1) *Senior theological students.*

(*a*) Transcript and statement of registrar as specified in paragraph 3-6*a*(1)*(c)*.

(*b*) Conditional ecclesiastical indorsement as specified in paragraph 3-6*a*(2)*(f)*.

(2) *Other applicants.*

(*a*) A consolidated transcript of undergraduate and graduate work.

(*b*) Ecclesiastical indorsement.

b. Individuals applying for the grade of second lieutenant will furnish the papers required by chapter 2 and the additional documents specified in paragraph 3-6*b*.

c. Ecclesiastical approval, conditional indorsements, or ecclesiastical indorsement will be forwarded direct to HQDA (DACH-ZA) Washington DC 20314, by the applicant or the denominational indorsing agency. Area commanders are authorized to forward applications and allied papers to the CG, RCPAC, without these documents when application is for appointment without concurrent active duty.

d. When a second lieutenant assigned to the Staff Specialist Branch, MOS 0001 (Divinity Student) fails to qualify for appointment as first lieutenant with assignment to Chaplains, action will be taken as prescribed in AR 135-175.

e. Applicant will furnish two copies of a recent photograph, head and shoulder type, 3" x 5", with his name printed on the reverse side.

3-9. Verification of ecclesiastical and educational qualifications. *a*. The area commander will forward the application and allied papers of favorable considered applicants to the CG, RCPAC, ATTN: AGUZ-APD.

b. The CG, RCPAC, will secure verification of the ecclesiastical and educational qualifications of the applicant and return the application and allied papers to the area commander with a statement that the applicant does or does not meet ecclesiastical and educational requirements.

Section IV. APPOINTMENT IN THE JUDGE ADVOCATE GENERAL'S CORPS

3-10. General. This section prescribes the special requirements for appointment of male personnel in the Judge Advocate General's Corps. Qualified women attorneys may apply for the Women's Army Corps with detail to the Judge Advocate General's Corps as prescribed in section V.

3-11. Special requirements. Each applicant for assignment in the Judge Advocate General's Corps must meet the following requirements in addition to those shown in chapter 1.

a. Graduate of a law school approved by the American Bar Association, with a professional degree. Waiver of law school will be considered in accordance with paragraph 1-6*a*(5), only when the applicant possesses unique professional experience as determined by The Judge Advocate General.

b. Admitted to practice and have membership in good standing of the bar of the highest court of a State of the United States or a Federal court.

c. Actively engaged in the practice of law, the teaching of law, or in judicial office for a minimum period of 2 years immediately preceding the effective date of appointment. The 2-year period may be reduced, on the following basis, for periods of military service (if not otherwise creditable against the practice requirement):

(1) Full credit for periods of active military service.

(2) Half credit for periods of service (other than active duty) in the Ready Reserve in a Reserve component of the Armed Forces. Waiver of this requirement will be considered in accordance with paragraph 1-6*a*(5) only in the case of outstanding applicants whose services are desired for immediate active duty. An individual whose application is disapproved because of failure to satisfy the 2-year practice

requirement may reapply when eligible without regard to the provisions of paragraph 2-5.

3-12. Grade. *a.* A person may be appointed in the grade of first lieutenant through colonel for assignment to the Judge Advocate General's Corps. He may be appointed—

(1) In the highest grade (or comparable grade) held satisfactorily in the Judge Advocate General's Corps or in an assignment corresponding to an assignment in the Judge Advocate General's Corps, while on active duty in any of the Armed Forces; while in an active status in the Army Reserve or while in the Federally recognized Army National Guard, or—

(2) In the highest grade for which he can qualify as a result of education and experience as set forth in *c* below. For appointments without concurrent active duty, applicants must have completed at least 2 years practice of law, teaching of law, or in judicial office, before any remaining credit for education or experience is applied toward grade determination. A combination of 2 years of law practice, teaching of law, or in judicial office, and military service pursuant to paragraph 3-11*c* may be used in lieu of 2 years practice of law.

b. When the grade is determined by credit for education and experience in accordance with *c* below, such credit will be considered equivalent to the number of years in an active status for appointment in following grades:

Years of service in an active status	*Grade*
3 years or more, but less than 7 years.	first lieutenant.
7 years or more, but less than 14 years.	captain.
14 years or more, but less than 21 years.	major.
21 years or more, but less than 23 years.	lieutenant colonel.
23 or more years	colonel or lieutenant colonel as determined at Headquarters, Department of the Army.

c. Credit for education and experience will be computed as follows:

★(1) Three "years of service in an active status" for graduation from a law school which has been approved by the American Bar Association; and

(2) The number of years, months, and days that individual has been actively engaged between the date of his admission to the bar of the highest court of a State of the United States or a Federal court and his appointment in the Judge Advocate General's Corps—

(*a*) In the practice of law.

(*b*) Teaching of law.

(*c*) Performance of judicial duties.

(*d*) In the full-time pursuit of graduate legal studies.

(*e*) In other appropriate professional activities as determined by The Judge Advocate General.

As an exception, for each year of professional experience in excess of 21 years, he will be given credit for only one-half "years of service in an active status."

(3) The number of years, months, and days of active duty performed as a commissioned officer in any of the Armed Forces during the periods 16 September 1940 to 24 June 1948, and 25 June 1950 to 27 July 1953.

d. "Years of service in an active status" in excess of the minimum required for the grade appointed will be credited as "promotion service" in the grade appointed. No periods of time will be used more than once in computing an officer's "years of service in an active status."

3-13. Applications. Applications under this section may include the results of an interview with a field grade officer of the Judge Advocate General Branch in lieu of the board interview required by chapter 4. In addition to the forms and allied papers required by chapter 2, applicants will submit the following documents:

a. A certified transcript of all college and law school grades in support of undergraduate and graduate degrees. Transcript should show, if practicable, the class standing of the applicant.

b. A statement from proper authority showing that the applicant has been admitted to private practice before the highest court of a State of the United States or a Federal court and that he is now a member of the bar thereof in good standing.

c. A statement from the applicant listing all legal experience. Legal experience may include governmental, judicial, teaching, private practice,

and graduate legal studies. Each applicant will include—

(1) A list and brief description of important legal actions or other legal matters handled by him.

(2) If he has been in private practice, a general statement of the character thereof.

(3) If he has had Government or military legal experience, a description of his position and rating.

(4) If he has held judicial office, the extent of the jurisdiction of his court.

(5) If he has taught law, the subjects which he teaches, or has taught.

(6) If he has pursued graduate legal studies, a transcript of all courses completed, certified by an official of the school.

d. Letters based on personal acquaintance from not less than 3 disinterested judges, lawyers, or law school professors relative to the applicant's reputation and professional standing, the types of cases handled by him, and his ability, as an attorney, teacher, judge, or student.

e. Two copies of a recent photograph, head and shoulder type, 3″ x 5″ with the applicant's name on the reverse.

Section V. APPOINTMENT IN THE WOMEN'S ARMY CORPS

3-14. General. This section prescribes the special requirements for the appointment of qualified women for assignment to the Women's Army Corps. The provisions of chapter 1 and 2 apply, except as otherwise indicated in this section.

3-15. Special requirements. *a.* Each applicant must have a baccalaureate degree from an accredited American or foreign college or university recognized by the Department of Health, Education and Welfare, Office of Education. Accredited American colleges and universities are listed in Education Directory, Higher Education, published by the Office of Education. Determination of whether a foreign college or university is a bona fide institution of higher learning as recognized by the Office of Education may be obtained from either the International Handbook of Universities published by the International Association of Universities in Paris or Commonwealth University year book, published annually by the Association of Universities of the British Commonwealth, London. Students may apply in their senior year prior to date of graduation. The anticipated date of graduation will be entered under "remarks" on the application. A statement by an official of the university or college verifying the entry will be attached. Upon completion of degree requirements, the applicant will furnish the area commander a certificate of graduation *or a statement certifying that degree requirements have been satisfactorily completed*, signed by an appropriate official of the university or college for transmittal to the CG, RCPAC, ATTN: AGUZ-APD. If the applicant fails to graduate when scheduled, the CG, RCPAC, ATTN: AGUZ-APD, will be notified immediately.

b. For appointment and detail to an appropriate branch, such as the Judge Advocate General's Corps, requirements for the detail branch apply.

c. For appointment and concurrent active duty in the grade of first lieutenant, the applicant must have professional qualifications or supervisory experience in the fields of education, business, personnel management, public relations, or science.

d. Medical fitness requirements prescribed in chapter 2, AR 40-501, apply except that the minimum medical fitness standards will be those identified by a physical profile serial of 111221.

3-16. Grade. *a.* For appointment to fill vacancies in Ready Reserve troop program units.

(1) Initial appointments normally will be in the grade of second lieutenant.

c. Applicants requiring a waiver of conviction of any of the offenses listed in paragraph 1-6*a*(3) (a), (b), or (c), will not be permitted to appear before a Federal Recognition Board prior to granting of waiver. Request for waivers will be forwarded to CG, RCPAC, ATTN: AGUZ-APD.

3-29. Personnel eligible to be appointed. To become an officer of the ARNGUS, an individual must first be appointed and Federally recognized in the same grade in the Army National Guard. Such individual must also meet the security standards prescribed in paragraph 1-4*h*.

3-30. Applications. Applications for appointment as Reserve commissioned or warrant officers of the Army will be submitted in accordance with NGR 600-100 and NGR 600-101 respectively.

3-31. Notice of appointment. Letters tendering appointments as Reserve commissioned or warrant officers of the Army will be dated as of the date actually issued. As an exception, when an officer is granted Federal recognition based upon temporary Federal recognition, the appointment will be of the date issued, but will be considered to have been accepted on, and deemed to have been effective from the date of such temporary Federal recognition.

Section X. APPOINTMENT AS RESERVE WARRANT OFFICERS OF THE ARMY

3-32. General. This section prescribes special requirements for the appointment of Reserve warrant officers of the Army for service in the Army Reserve. Chapter 1 and 2 apply as provided in this section.

3-33. Special requirements. *a.* Personnel listed below qualifying for warrant officer MOS currently authorized in AR 611-112 or AR 611-113 may apply for appointment under this section. Qualifications for award of MOS may be acquired by previous training and experience or attendance at a technical course of instruction leading to qualifications for warrant officer appointment as indicated in DA Pam 350-10. Although Reserve enlisted personnel and Reserve officers are eligible for appointment under this regulation, acceptance of appointment as a Reserve warrant officer will automatically terminate any other Reserve status held by the individual concerned. Such persons serving on active duty will be appointed only as authorized in paragraph 1-2*b*(2).

(1) Enlisted personnel of the Reserve components of the Armed Forces.

(2) Enlisted personnel in the active military service of the Armed Forces provided they are ordered to concurrent active duty as warrant officers under the provisions of paragraph 1-2*b*(2).

(3) Former warrant officers currently in civilian status. Applicants applying under this section, if otherwise qualified, will not be subject to the requirements of paragraphs 1-2 and 1-4*a* if appointed within 1 year after date of last discharge as a warrant officer.

(4) Warrant officers in the active military service holding only temporary appointments, without component, may request appointment as a Reserve warrant officer at any time prior to release from active duty.

(5) Officers and former officers who qualify for warrant officer MOS.

(6) Qualified technical experts or specialists who are former members of any component of any US Armed Force or civilian with no military status.

b. Applications for Army attaché career warrant officers will be limited to individuals who meet the requirements of AR 611-60 and have been assigned and performed duties in any Army attaché office for a period of at least 6 months in a military or civilian status.

c. Applicants for the intelligence career fields covered in AR 140-192 must meet the requirements specified in this regulation, or submit appropriate request for waiver.

d. Applicants for bandmaster must meet additional technical requirements. Evaluations

are made in the following areas to determine the qualifications of each applicant:

(1) Civilian and service music education and experience.

(2) Knowledge of sound band management to include the operation of concert bands, dance bands, and ensembles.

(3) Conducting capabilities to include baton techniques, musicality of presentation, rehearsal techniques, podium presence, military bearing, and sound leadership characteristics.

(4) Theoretical capabilities to include sight- singing, sight-reading, melodic dictation, harmonic dictation, aural and written harmony, arranging and knowledge of instrumentation. In those cases where a definite evaluation cannot be made by a review of the application and allied papers, the CG, RCPAC, will direct that a technical examination be administered to the applicant by the bandmaster of the band at the CONUS Army headquarters or major oversea headquarters through which the applicant applied or at Headquarters, CONARC. All travel involved will be at the expense of the applicant.

(5) Personnel applying for Army Band Officer, will include the following items with their applications and allied papers:

(*a*) Chronological listing of all military and civilian positions held to include specific scope of responsibilities.

(*b*) Representative list or programs of solos played or recitals given on major instruments for public performance.

(*c*) Representative list or programs of band numbers conducted in public performance.

CHAPTER 4
EXAMINING BOARDS

4-1. Appointment. *a.* Area commanders will appoint boards of officers to examine applicants for appointment when required. Boards will consist of an uneven number of commissioned officers of not less than 3. All members should be of field grade of available. Officers in grade of captain may be used when a sufficient number of field grade officers are not available. In any event, members of the board must be serving in a grade equal to or higher than that under consideration. At least one member of the board must be of the branch for which the applicant is applying. Two members will be from the Active Army and, where possible, from the Regular Army. The member designated as President will be from the Active Army and will be the senior member. A commissioned officer Army aviator will be included as a member of the board when considering applicants for appointment with assignment in an aviation commissioned officer or warrant officer MOS. A rated aviation warrant officer may be used in lieu thereof if a commissioned officer is not available. Waiver of this requirement may be granted when a rated Army aviator is not accessible. A warrant officer of the specialty for which applicant is applying will be appointed to serve as a technical advisor (without vote) to examining board members when interviewing a warrant officer applicant. Authority to appoint boards may be delegated as follows:

(1) Installation commanders for applicants being considered for appointment in grades of major and below.

(2) General Officer and US Army Reserve Command commanders for applicants being considered for appointment in grades of lieutenant colonel if the applicant held a previous appointment as a commissioned officer in the Armed Forces.

(3) Recruiting main stations for applicants being considered for appointment in the Women's Army Corps and concurrent active duty. Such boards will be appointed from recruiting main station personnel if practicable.

(4) The CG, USASA will appoint boards for those applications processed by CG, USASA as prescribed in paragraph 2-2*b*(5).

b. Boards will be convened as close as practicable to the location of the individual concerned.

c. Boards will be appointed and proceedings conducted in accordance with AR 15-6 and this regulation.

4-2. Notification to applicants. *a.* Upon receipt of the examining board of applications and allied papers required by the regulations under which individuals are applying for appointment, the president of the board will notify the applicants of the time and place of appearance before the board. Travel and other expenses incurred by applicants not on active duty will not be chargeable to the Government.

b. Applicants will be so scheduled that, so far as practicable, no one need spend more than 1 day at the examining place.

c. Whenever possible, applicants for the same branch will be scheduled in sequence so that the board member of that branch may sit without interruption.

d. When necessary, the applicant will be advised in advance of any additional information desired by the board or required by regulations to correct or complete an application.

4-3. Army Aptitude Area GT, Officer Candidate Test (OCT), and Officer Qualification Inventory (OQI). When required (para 1-4*c*),

the Arithmetic Reasoning (AR) and the Verbal (VE) components of the Army Classification Battery (ACB) which produce a GT aptitude area score, the OCT, and the OQI will be administered. The test examiner will provide for a written statement showing the date and place test was administered, title and form of test, and score attained. Only those applicants attaining the required score will be authorized to continue with the examination.

4-4. Biographical information. Except as provided in paragraph 4-6*b*, the Board will administer WAC OCS Biographical Information test (DA Form 6215) for WAC applicants. Components of test are listed in DA Pam 310-8. The board will not score test (para 2-3*c*(5) (*a*)).

4-5. Interviewing. Except as provided in paragraph 4-6*b*, the board will interview each applicant prior to having access to applications or allied papers. Instructions for conducting and recording results of the interview are listed in DA Pam 310-8.

a. For WAC applicants: WAC Officer Candidate Applicant Interview (Interview Record) (DA Form 6220).

b. For male applicants: Officer Leadership Board Interview (Interview Record) OLB-1 (DA Form 6227).

4-6. Appraisal of experience. *a. Applicants without prior commissioned officer service.* After interview, a rest period will be given the applicant while the board considers the application and allied papers. The board will then question the applicant on personal history, training, and experience to supplement the facts shown in the application and allied papers. This questioning will be led by the board member of the branch concerned. Technical competence will be inferred from the applicant's history and the impression made on the board during the interview. Each member of the board will make an individual, independent appraisal of the applicant on one of the forms listed in (1) and (2) below (original only). The word "civilian" will be substituted for "military" on the form listed in (1) below when the applicant is applying from civilian life and has not had military experience. When the applicant is considered better qualified for a branch other than the one applied for, the board may recommend such assignment.

(1) For commission applicants except for Chaplain and Judge Advocate General Branches use Interview Appraisal Sheet M (DA Form 6224).

(2) For warrant officer, Chaplain and Judge Advocate General Branch applicants use Interview Appraisal Sheet S (DA Form 6225). (This form will be modified to indicate warrant officer application when appropriate.)

b. Applicants with prior commissioned officer service. In recognition of commissioned or former commissioned officer status, board action will be limited to appraisal of experience. The board will examine the application and allied papers, question the applicant, and complete individual appraisal sheets in accordance with *a* above. Area commanders may waive this requirement when board action is not deemed necessary.

4-7. Disclosure of board action. *No applicant or any other unauthorized person will be advised of the recommendations of the examining board, nor will an applicant be given access to any of the material used by the board. The applicant will be informed that, regardless of the board's recommendation, appointment is subject to satisfactory test scores and decision of the appointing authority; and that appointments will be based on overall qualifications and the requirements of the military service.*

4-8. Disposition of records. *a.* The board will forward the following papers through channels to the area commander concerned for action:

(1) Report of proceedings of the board of officers.

(2) Copy of orders appointing board.

(3) Application and allied papers for each applicant.

(4) Test score statement, when required by paragraph 4-3.

(5) DA Form 6215-1 (WAC OCS Bio-

graphical Information Blank (Answer Sheet), or DA Form 6263-1 (Officer Qualification Inventory (Answer Sheet) OQI-1), as appropriate.

(6) DA Form 6218, DA Form 6220, or DA Form 6227, as appropriate, completed by each board member for each applicant.

(7) DA Form 6224 or DA Form 6225, as appropriate, completed by each board member for each applicant.

b. A statement substantially as follows will be included in the board report when applicable:

This correspondence is marked FOR OFFICIAL USE ONLY solely because of the addition of Exhibits through When these exhibits are removed, protective markings will be canceled.

CHAPTER 5

POSTHUMOUS APPOINTMENTS

5-1. General. This chapter prescribes special requirements and procedures for the tender of posthumous appointments as Reserve of the Army commissioned and warrant officers.

5-2. Authority to tender appointments. The Adjutant General (CG, RCPAC) is the only authority for tendering posthumous Reserve of the Army commissioned and warrant officer appointments.

5-3. Conditions under which posthumous appointments may be tendered. *a. Posthumous commissions.* Posthumous commissions may be issued when—

(1) The member was appointed to a commissioned grade but was unable to accept the appointment because of death in line of duty;

(2) The member successfully completed a course of instruction which authorizes appointment upon successful completion of the course, and was recommended for appointment by the commanding officer or officer in charge of the school but was unable to accept the appointment because of death in line of duty on or after the scheduled date of completion of the course of instruction;

(3) The member was officially recommended for appointment and the recommendation was approved by the appropriate appointing authority but the member was unable to accept the appointment because of death in line of duty on or after the date of approval.

b. Posthumous warrants. Posthumous warrants may be issued when—

(1) The member was appointed to a warrant officer grade but was unable to accept the appointment because of death in line of duty;

(2) The member successfully completed a course of instruction which authorizes warrant officer appointment upon successful completion of the course, and was recommended for appointment by the commanding officer or officer in charge of the school but was unable to accept the appointment because of death in line of duty on or after the scheduled date of completion of the course of instructions;

(3) The member was officially recommended for appointment by an examining board but the member was unable to accept the appointment because of death in line of duty on or after the date of the board's recommendation.

5-4. Submission. Commanders who have knowledge of a member who may be considered for a posthumous appointment will furnish the following information, as appropriate, through appropriate military channels to the CG, RCPAC, ATTN: AGUZ-APD.

a. Date and cause of member's death.

b. A statement indicating that the member's death was or was not in the line of duty. In this connection, a posthumous commission or warrant may be issued in the name of a Reservist whose cause of death was incurred in line of duty while he was serving on active duty, on active duty for training, traveling to or from active duty for training, or engaged in inactive duty training.

c. Scheduled date of completion of course of instruction, date the member was recommended for appointment as a result of successful completion of course of instruction, and official who made the recommendation, or

d. Date member was officially recommended for appointment, date the recommendation was approved, and official who approved the recommendation for appointment.

5-5. Bonus, gratuity, pay or allowance. No person is entitled to any bonus, gratuity, pay, or allowance because of a posthumous commission or warrant.

5-6. Effective date of appointment. A commission or warrant issued under paragraph 5-3*a* or *b* will be issued as of the date of the appointment, recommendation, or approval, as the case may be.

The proponent agency of this regulation is The Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) through appropriate channels, to Commanding General, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-RPC-PR, St. Louis, MO 63132.

By Order of the Secretary of the Army:

W. C. WESTMORELAND,
General, United States Army,
Chief of Staff.

Official:

VERNE L. BOWERS,
Major General, United States Army,
The Adjutant General.

Distribution:

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