DEPARTMENT OF THE ARMY
U.S. ARMY HUMAN RESOURCES COMMAND
1 RESERVE WAY
ST. LOUIS, MO 63632-5200

Appointments

The enclosed application packet was designed to assist you in applying for direct appointment as a Commissioned or Warrant Officer in the U.S. Army Reserve.

The packet is designed for your ease of use; however, if you need additional information or advice, it is suggested that you contact your nearest Army Reserve Center or any other Army organization in your area. You can also obtain the DA, DD an FD Forms from these same sources or through the Army Knowledge Online (AKO) website. Army Regulation (AR) 135-100 further describes application criteria.

Please read the packet carefully to ensure that you meet the requirements before submitting an application for appointment. Instructions for submitting applications are contained in the packet.

Your interest in the Army Reserve is appreciated.

Sincerely,

Mark A. Galantowicz

Mark A. Galantowicz
Chief, Appointments

APPOINTMENTS BOOKLET

TABLE OF CONTENTS

CHAPTER	1	General Requirements	1
CHAPTER	2	Appointment as Commissioned Officer USAR	3
SECTION	I	General Information	3
	II	Appointment of Warrant Officers and Enlisted Personnel	5
CHAPTER	3	Applications and Related Documents	7
SECTION	I	General Instructions	7
	II	Preparation of Forms	9
	III	Submission of Applications	11
	IV	Checklist for Appointment Applications	12
	V	National Security Questionnaire Information Sheet	13

CHAPTER 1

GENERAL REQUIREMENTS

1-1. General. This chapter contains the basic requirements, which apply to applicants for appointment as either Commissioned Officers or Warrant Officers in the U.S. Army Reserve. Applicants must also meet the special requirements prescribed in either Chapter 2 or 3.

1-2. Age. Minimum and maximum age limitations are shown below.

GRADE	MINIMUM AGE	MAXIMUM AGE
Warrant Officer		46
Second Lieutenant	18	28
First Lieutenant	21	33
Captain		39
Major		48
Lieutenant Colonel		51
Colonel		55

* 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. For example, the maximum age limitation would be increased from 39 to 40 in the case of a former officer who is authorized for appointment as Captain, USAR, and who previously served one year in the grade of Captain. (Previous service includes Active Duty or Active Reserve service in any component of the Armed Services.) An increase in age is not authorized if an applicant will have less than two 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.

* Appointing authority may approve requests for waiver of maximum age 28 up to 35 years and 6 months as of the date of appointment for initial appointment as second lieutenant.

1-3. Citizenship. All applicants, except members or former members of the Armed Forces and Special Branch applicants, must be citizens of the United States.

1-4. Security Requirements. Applicants must undergo a security check. A Top Secret clearance with special background investigation is required for Military Intelligence applicants. Final clearance may take over 12 months. Army Medical Department (AMEDD) applicants must authenticate a DA Form 3575 in addition to submitting the National Agency Check (NAC) Forms (SF Form 86, FD Form 258, and proof of citizenship). Troop Program Unit (TPU) and non-TPU (IRR, IMA, Active Military, and civilian) personnel must submit their NAC forms with their applications IAW AR 604-5. A background investigation is required for Aliens but they may not be granted a clearance until they become a U.S. citizen.

1.5. Examining boards. Applicants must successfully pass an evaluation interview conducted by a board consisting of an odd number of commissioned officers with a minimum of three, at least one of which is a member of the branch in which the appointment is desired. The purpose of the examining board is to question the applicant on personal history, training and experience to supplement the facts shown in the application and allied papers. Regardless of the board's recommendation, appointment is subject to satisfactory test scores and decision of the appointment authority. Board action may be waived for applicants with prior service as commissioned or warrant officers. A TPU member may request an examining board from their reserve command provided they are otherwise eligible and have taken the necessary examinations (physical, Armed Forces Vocational Aptitude Battery and achieved the necessary passing scores). A non-TPU member will be scheduled for an examining board by the reserve command determined to be nearest to their residence by the U.S. Army Human Resources Command (HRC).

CHAPTER 2

APPOINTMENT AS USAR COMMISSIONED OFFICER

SECTION I. GENERAL INFORMATION

2-1. Procurement of Officers.

a. The principal sources for procurement of officers for the active Army are the United States Military Academy, Reserve Officers Training Corps and Officer Candidate School. Some of these graduates receive a USAR commission. The direct appointment program is designed to augment the filling of USAR vacancies that cannot be filled through these principle sources. Selection of applicants for appointment is based primarily on the degree of proficiency and experience in the specific field for which applying, recommendations of a board of officers (if required), overall record and needs of the Army.

b. There are also provisions for appointment without active duty for assignment to local Reserve unit vacancies. Specific information regarding the availability of such vacancies may be obtained from your nearest Army Reserve Center.

2-2. Basis for Appointments. Qualified applicants may be appointed as commissioned officers in the U.S. Army Reserve in order to:

a. Fill existing vacancies in the Ready Reserve Troop Program Units.

b. Fill Individual Mobilization Augmentee (IMA) positions.

c. Meet the need for Ready Reserve reinforcements in the grade of second lieutenant. (For exceptionally well-qualified individuals who cannot otherwise obtain a commission because of lack of position vacancies in Reserve units or inability to join a unit due to geographical location.)

d. Fill active duty requirements when qualified Reserve officers are not available.

NOTE: Warrant Officers and enlisted personnel on active duty must obtain a command endorsement stating that the soldier will be discharged from active status before acceptance of a reserve appointment. Enlisted personnel within six months of ETS are not required to obtain command endorsement but must provide proof of pending discharge.

2-3. Mental Qualifications.

a. Applicants for appointment must achieve 110 or higher on Aptitude Area GT and have a qualifying score of 19 or higher on ACT or 850 or higher on SAT. The ACT/SAT requirement may be waived if applicant has a 4-year baccalaureate degree from an accredited university.

b. Enlisted members of the Armed Forces will submit evidence of a qualifying score on Aptitude Area GT, or the equivalent as measured by a counterpart of the Aptitude Area GT.

c. Civilians with no prior military service will be given mental tests (ASVAB) at a Military Entrance and Processing Station (MEPS) by appointment established by a local recruiting office. See figure 1-1 for the location of the nearest MEPS. The test results must be included in your application packet.

d. Non-TPU military personnel (Active Duty, IMA, and IRR must be tested (aptitude tested) at the nearest military facility. (Various reserve command test officers and installation education centers conduct testing.) The results must be included in your application packet.

NOTE: The mental requirements in 2-3 a through c above are not applicable to former Commissioned Officers applying for reappointment as either a Commissioned Officer or appointment as a Warrant Officer, and is also not required of a former Warrant Officer applying for reappointment.

2-4. Ineligible for Appointment. The following is a partial list of persons not eligible for direct appointment unless a waiver is authorized. (A complete list of persons ineligible for appointment is contained in AR 135-100):

a. Conscientious objectors, except those classified by Selective Service as 1-A-0 who volunteer for noncombat service with concurrent active duty.

b. Persons adjudged as youthful offenders or who have a record of convictions by any type of military or civil court, excluding minor traffic violations involving a fine or forfeiture of $100 or less. Circumstances surrounding convictions should be listed in detail as this is compared and evaluated with the results of the security check. Failure to list a conviction may result in the disapproval of you application.

c. Applicants with a Selective Service classification of 1-A, or whose classification could be changed to 1-A with loss of deferment status, are ineligible except when applying for appointment with concurrent active duty.

d. Individuals enrolled in, or formally approved for Officer Candidate School or Warrant Officer Candidate School.

e. Commissioned Officers twice passed-over for promotion or otherwise released from active duty or active status because of failure to be promoted. EXCEPTION: RA officers with less than 20 years of active Federal service who are discharged because of failure to be selected for RA promotion or resign prior to discharge from the RA may apply.

f. USAR Warrant Officers having been twice passed-over for AUS or USAR promotion to higher warrant grade.

g. Commissioned Officers, Warrant Officers, and Enlisted Personnel drawing retired pay for services with any of the Armed Forces.

h. Personnel unable to complete 20 years creditable service for retirement or retired pay prior to mandatory removal from an active status.

i. Individuals who have received severance pay are not eligible for appointment with concurrent active duty.

j. Regular Army Warrant Officers may not be appointed if appointment would cause them to hold a dual warrant officer status. Evidence of resignation from their present status must be submitted.

k. Individuals who have been discharged because of failure to complete a branch basic course (AR 135-175).

l. Applicants may not be appointed if appointment would cause them to hold more than one Reserve status. This does not preclude appointment when separation from the current Reserve status can be accomplished.

SECTION II. APPOINTMENT OF WARRANT OFFICERS AND ENLISTED PERSONNEL AS COMMISSIONED OFFICERS UNDER PROVISIONS OF AR-135-100, CHAPTER 3, SECTION II

2.5. Special Requirements.

a. Warrant Officers and Enlisted Personnel of the following categories, who are between the ages of eighteen and twenty-eight, may make application for appointment as second lieutenants:

(1) Warrant Officers and Enlisted Personnel (E-5 through E-9) serving on active duty in any component of the Armed Forces, who have completed at least six months honorable and creditable active duty in those grades. Completion of the Army Pre-commission Extension Course is not required but is desired for personnel in this category without wartime service.

(2) Reserve Warrant Officers and Enlisted Personnel (E-5 through E-9) who are in an active status in the Army Reserve, have satisfactorily completed the Army Pre-commission Extension Course and an initial tour of active duty for training.

(3) Members of the Army Reserve currently serving in an active status in grades E-2 through E-4 who have completed one year of active duty or one year of active reserve service and an initial tour of active duty for training in any component of the Army and have satisfactorily completed the Army Pre-commission Extension Course.

(4) Active or former Warrant Officers and Enlisted Personnel who are college graduates with at least a baccalaureate degree and have completed one year of honorable and creditable service on active duty in any component of the Armed Forces of the United States.

b. Applicant must be professionally qualified to perform the duties of a second lieutenant in the branch in which appointment is requested. Completion of the appropriate Army Pre-commission Extension Course does not automatically establish professional qualifications.

c. Individuals who receive a commission with concurrent active duty under this program are normally ordered to three years active duty.

NOTE: If seeking appointment as a Commissioned Officer in the Judge Advocate General's Corps, the Army Medical Department, or the Army Chaplain's Corps application information is obtained from the following:

JAG	Department of the Army Judge Advocate Recruiting Office ATTN: JALS-RO 1777 N. Kent Street, Suite 5200 Rosslyn, VA 22209 (703) 696-2815
CH/SS	Department of the Army Office of the Chief of Chaplains ATTN: DACH-PAC 2511 Jefferson Davis Hwy Arlington, VA 22202-3907 (703) 601-1128 / DSN: 329-1128

Army Medical Department – See local Army Health Care Recruiter

CHAPTER III

APPLICATIONS AND RELATED DOCUMENTS

SECTION I. GENERAL INSTRUCTIONS

3-1. Documents Required. Forms and other documents generally needed are listed below. Only those forms that apply to the specific program for which you are applying will be enclosed with the application packet.

FORM	TITLE
SF Form 86*	Questionnaire for National Security Positions *Effective 1 May 99, the SF 86 will no longer be utilized; the Electronic Personnel Security Questionnaire (EPSQ) is now required (see attached SF 86 Info Sheet for instructions).
DA Form 61	Application for Appointment (In Triplicate)
DA Form 3574	Certificate of Acknowledgement and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR/Individuals Without Prior Service
DA Form 3575	Certificate of Acknowledgement and Understanding of Service Requirements for Individuals Applying for Appointment in the USAR/Individuals Without a Statutory Service Obligation
No Form Number	Statement of Religious Accommodation Practices
DD 2807-1	Report of Medical History
DD 2808	Report of Medical Examination
FD Form 258	Fingerprint Card
College Transcripts	Include all college transcripts
Photograph	Photo

NOTE: A statement signed by the custodian of the individual's field personnel file, which certifies that the applicant has a current National Security Check, may be substituted for SF Form 86 and FD Form 258. **All DA, DD and FD forms can be acquired from Army, Army Reserve and National Guard units within your area. DA and DD forms can also be obtained on the FORMSFLOW computer program.**

NOTE: In lieu of DD Forms 2807-1 and 2808, the applicant may submit a statement advising that a physical examination will be submitted upon approval of application (basic branch applications without concurrent active duty).

SPECIAL NOTE: **The physical examination must be a Chapter 2, Appointment Physical Examination. It must include the following information on DD Form 2808:**

HIV Test Results (Item 49)
Drug & Alcohol (Item 50 & 51)
Color Vision (Item 66)
Urinalysis for Albumin & Sugar (Item 45a & b)
Dental (Item 43)
FOR FEMALES: Pregnancy Test -Urine HCG (Item 46)

A physician must sign all exams. If completed by a Physician Assistant (PA-C), a physician must countersign.

3-2. Additional Statements. All applicants will sign and submit the following statements:

a. Statement of Acknowledgement for Accommodation of Religious Practices. Department of Defense policy is to accommodate religious practices when accommodation will not have an adverse impact on military readiness, unit cohesion, standards, health, safety or discipline. The Army places a high value on the rights of its members to observe the tenets of their respective religions. Unit commanders are authorized to initially approve or deny requests for accommodation of religious practices. Conditions of accommodation may change based on military need. Policy guidelines are contained in AR 600-20 and AR 165-20. "I understand that the Army cannot guarantee accommodation of religious practices." This statement must be dated and signed by the applicant.

b. DA Form 61, Item 41 Statement. "I understand that I must complete a resident officer basic course within 24 months from the date of appointment as a lieutenant or be subject to discharge per AR 135-175 for failure to complete a basic branch course." This statement must be dated and signed by the applicant.

c. If you currently hold a reserve status, include the following statement in Item 41, "I understand my present reserve status will be vacated upon acceptance of appointment." This statement must be dated and signed by the applicant.

d. Individuals applying for initial appointment as second lieutenant must have a position with a troop program unit. The following statement is required from the unit commander. "An actual vacancy exists in this unit for a required officer position in the grade…., MOS/SSI…., TDA/TDE…., paragraph…., position number…. This vacancy is advertised on the REQUEST Vacancy Control Number…. There is no officer assigned to this unit, including overstrength or waiting position assignment on the Unit Manning Report, qualified to fill this vacancy. I am aware the U.S. Army HRC may fill this position with a qualified officer if such an officer is geographically available for assignment."

3-3. Accompanying Document. If applicant is an enlisted member, a copy of Personnel Qualification Records (DA Form 2 and DA Form 2-1), or equivalent used by another service, will accompany the applications.

3-4. General Instructions for Completion of Forms. Detailed information is contained Section II.

a. All entries on forms will be typed or printed legibly in ink. Typing is preferable. Carbon copies are acceptable. When signing the forms, your signature must be written in the same manner throughout the entire application, using your first name, middle initial(s) and last name.

b. The application reflects the abilities, personality, and character of the applicant. It should be completed neatly and include honors, class standing, extracurricular activities, work experience, and other items which might tend to enhance chances for selection. It is essential that permanent and temporary addresses (including email addresses) be accurate.

SECTION II. PREPARATION OF FORMS

3-5. As stated in paragraph 3-1, the SF Form 86/Questionnaire for National Security Positions will no longer be utilized; you are now required to submit the Electronic Personnel Security Questionnaire (EPSQ). Instructions for completion of the EPSQ are provided on the SF 86 Info Sheet.

a. General: The EPSQ is an important document and must be completed without misstatement or omission of important facts. All entries are subject to verification by investigators. Do not attempt to complete the form without first carefully reading the instructions.

b. Carefully proofread the completed form. Errors may delay the approval of your security clearance. All copies must have original signatures. Submit proof of citizenship, i.e., a birth certificate.

3-6. DA Form 61 (Application of Appointment). Submit in triplicate.

a. General: All questions must be completed without any misstatement or omission of material fact. Enter the specific date when the application is being completed.

b. ITEMS 1 & 2 ON THE FRONT – UPPER PART OF THE FORM SHOULD BE COMPLETED AS FOLLOWS:

(1) Type of appointment for which application is submitted: Check block marked "Commissioned Officer – Army Reserve" or "Warrant Officer – Army Reserve".

(2) Governing Regulation or Circular: Enter AR 135-100 or appropriate DA Circular which provide for appointment.

c. Items 3 through 5:

(1) Item 3. Must be completed by all applicants.

(2) Item 4. Must be completed by ROTC Students/graduates.

(3) Item 5. Must be completed by Warrant Officer applicants.

d. Items 7 through 33. To be completed by all applicants.

e. Items 34 through 38. To be completed by specialty branch officers.

f. Item 39. For completion by Army ROTC students/graduates.

g. Items 40 through 42. To be completed by all applicants.

h. The remaining page of the form does not require completion by the applicant.

3.7. FD Form 258 (Fingerprint Card). Submit in duplicate (when applying for Military Intelligence Branch or specialties attendant thereto, submit three copies).

a. Print your name at the uppermost part of the form.

b. Fill in the information requested on the upper right portion of the card; i.e., sex, height, date of birth (spell out month), color of hair and color of eyes.

c. Residence of person being fingerprinted (show complete address).

d. Place of birth.

e. Citizenship: If U.S. citizen, indicate USA.

f. Leave all other portions of the form blank. At time of fingerprinting (which may be done at any law enforcement agency or military post), the additional information and your witnessed signature will be inserted. Be sure that the agency doing the fingerprinting identifies itself as contributor by filling in the address, and by having the person doing the fingerprinting sign on the appropriate line. (NOTE: If too much ink is used so that the lines of print are smudged together, the fingerprint card will not be accepted. Similarly, the fingerprint card will not be accepted if fingers are not full-rolled or if not enough ink is used.)

g. FD Forms 258 may be obtained from Army area headquarters. No other form can be used.

3-8. Applicant's Personal Summary. Those applicants who do not have a current military enlisted status should complete this form. (NOTE: Enlisted Personnel on active duty in any component of the Armed Forces will submit a copy of their Enlisted Qualification Record.)

3-9. Certificate of Acknowledgement and Understanding of Service Requirements – Individuals without a Statutory Service Obligation. Form is self-explanatory.

3-10. College Transcripts. Please ensure that all college transcripts are included in the application packet.

3-11. Photographs. If applying for an appointment in the Military Intelligence branch or a specialty attendant thereto, submit two photographs (approximately postcard size).

SECTION III. SUBMISSION OF APPLICATIONS

3-12. U.S. Army Reserve.

a. All TPU members must submit their applications to their commander who will forward them through appropriate channels.

b. Non-TPU members (IRR, IMA, and Active military) must complete their application and submit them to Commander, U.S. Army Human Resources Command (HRC), ATTN: AHRC-OPD-R, 1 Reserve Way, St. Louis, MO 63132-5200. The U.S. Army HRC will then schedule the individual for an examining board and process the National Agency Check (NAC). Non-TPU members are encouraged to contact the Appointment Directorate for assistance in the completion of their applications as follows:

	Commercial	**Defense Switched Network (DSN)**
Appointment with Active Duty	314-592-0685	892-0685
Appointment in the IRR	314-592-0684	892-0684

3-13. Applications from Air Force members who are OSI agents will be processed through Air Force district offices.

3-14. Civilians. Individuals in a civilian status will submit applications directly to unit commanders when applying for a TPU vacancy and then forwarded to Commander, U.S. Army HRC, ATTN: AHRC-OPD-R, 1 Reserve Way, St. Louis, MO 63132-5200.

SPECIAL NOTE: An oath of office cannot be executed on any soldier that is currently under a mobilization order. The individual must immediately notify the Appointment Branch at HRC-St. Louis (at the numbers listed in Chapter 3-14 of this booklet) to receive further guidance upon receipt of any mobilization order.

SECTION IV: CHECKLIST FOR APPOINTMENT APPLICATIONS

Guideline Only. Other documents may be required. (AR 135-100)

____DA Form 61. Application for Appointment (3 copies)

____Request for waiver of age. Maximum age is 28 years IAW AR 135-100. Appointing authorities may approve requests for waiver of maximum age up to 35 years. Ages over 35 years, will require a waiver from HQDA, DCSPER. **

____Chronological listing of all civilian employment and degree of responsibility at each position (optional).

____SF 86, Request for Security Investigation (go to http://www.dss.mil). FD Form 258, Fingerprint Card (2 cards and notarized copy of birth certificate or copy of document or statement that a Secret clearance or other investigation has been initiated and/or completed in lieu of EPSQ, fingerprint cards and birth certificate). This is required if selected for appointment by the DA board.

____Recommendation from unit commander.

____DA Form 3574, Certificate of Acknowledgement and Understanding.....Individuals Without Prior Service.

____DA Form 3575, Certificate of Acknowledgement and Understanding.....Individuals Without a Statutory Service Obligation.

____DD Form 2808, Report of Medical Examination and DD Form 2807-1, Report of Medical History (**CHAPTER 2, APPOINTMENT PHYSICAL ONLY, WITHIN 2 YEARS**) (Required if selected for appointment by the DA board.) **REVIEW SPECIAL NOTE ON PAGE 8.**

____Documentary evidence of education/college transcripts.

____Qualifying score for ACT (19) or SAT (850) within 10 years of receipt of packet, if no 4-year degree. **

____Evidence of qualifying score of 110 or higher on the Army Aptitude Area GT (See the nearest Army recruiter or Military Entrance Processing Station (MEPS) for testing). **

____DA Form 2-1, Personnel Qualification Record & Officer Record Brief (ORB), if available.

____Unit vacancy statement to include UIC, Paragraph, Line and Position Number, as stated in AR 135-100, 2-3a(3). **

____DD Form 214 or other statement of service form for each period of prior active or reserve duty.

____Conditional release from service, other than USAR.

____Photograph recommended. Required for MI branch.

____Officer or Enlisted Evaluation Reports (2 or 3). Five for Warrant Officer applicants.

____Regional Support Command (RSC) will include Field Board documentation. **

The following statement(s) are required (dated and signed):

____I understand my present Reserve status will be vacated by acceptance of appointment.

____I understand that I must complete a residence officer basic course within 36 months from the date of appointment as a lieutenant or will be subject to discharge per AR 135-175 for failure to complete a basic branch course. **

____Department of Defense policy is to accommodate religious practices when accommodation will not have an adverse impact on military readiness, unit cohesion, standards, health, safety or discipline.
The Army places a high value on the rights of its members to observe the tenets of their respective religions.
Unit commanders are authorized to initially approve or deny requests for accommodation of religious practices.
Conditions of accommodation may change based on military need.
Policy guidelines are contained in AR 600-20 and AR 165-20.
I understand that the Army cannot guarantee accommodation of religious practices.

REVIEW THIS CHECKLIST BEFORE SUBMISSION OF YOUR PACKET. MISSING ITEMS AND FORMS FILLED OUT INCORRECTLY WILL SIGNIFICANTLY DELAY THE APPOINTMENT PROCESS. DO NOT E-MAIL DOCUMENTS.

**** These items are not required for Warrant Officer applications for appointment.**

SF 86/Questionnaire for National Security Positions
Information Sheet

Effective 1 May 99, the Defense Security Service (DSS) stopped accepting the SF 86/Questionnaire for National Security Positions. The DSS has mandated the use of the Electronic Personnel Security Questionnaire (EPSQ). You MUST now use the EPSQ when requesting a Security Clearance.

Instructions:

1. Download the EPSQ from the Security homepage located at URL:

   http://www.dss.mil

2. When completing the EPSQ, you will encounter a message asking for a password; you must leave this entry blank in order to allow the security office access to your forms.

3. Provide information for ten (instead of seven) years specified at the instructions.

4. Validate the EPSQ. Print a copy, sign, and date. Download to a disk; attach the disk to a signed copy and return to this office with two FD 258 fingerprint cards.

Send to: Commander, U.S. Army Human Resources Command (HRC),
ATTN: AHRC-OPD-R, 1 Reserve Way, St. Louis, MO 63132-5200

5. If you need technical assistance in order to complete the EPSQ, contact DSS Customer Service at 1-800-542-0237.