

**Report Date:** 29 Apr 2015

**Summary Report for Individual Task**  
**805B-79T-4406**  
**Prepare an Appointment Packet for a Commissioned Officer/Warrant Officer**  
**Status: Approved**

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD1** - The materials contained in this course have been reviewed by the course developers in coordination with the RRS, Fort Jackson foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

**Condition:** You have a fully qualified applicant or Officer prepared to process for appointment into the ARNG. You have access to your RWS, web based applications, reference materials, general office supplies, required documents, and leadership guidance. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

**Standard:** Prepare a Federal Recognition Appointment Packet.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** N/A

<b>Task Statements</b>
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**Cue:** None

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

## Performance Steps

1. Determine type of appointment: each type of appointment has different administrative requirements:
  - a. Initial Appointment.
  - b. Reappointment.
  - c. Transfer from another state, same branch.
  - d. Inter-Service Transfer (USMC, USAF, USN).
  - e. Transfer from Active Duty or USAR in same branch,
  - f. Transfer from Active Duty or USAR Change of Branch (i.e. AR to MP).
2. Determine Source of Commissions or Initial Appointment: (Note) not all commissions require the same action:
  - a. ROTC (appointment only).
  - b. Direct Commission.
  - c. OCS (federal recognition and appointment).
  - d. WOCS.
  - e. Inter-Service Transfers from USAF, USN, USMC or their respective reserve components (appointment documentation is sent through State DCSPER, through NGB-ARH, to Army proponent for pre-determination; if approved, federal recognition proceeds).
3. Create an Appointment Packet and/or Federal Recognition Board Packet IAW Chapter 2 and Appendix B, NGR 600-100, or NGR 600-101. (Every appointee in the ARNG must be appointed into their respective State ARNG, but not every appointment is a true ARNG accession (i.e. IST's). Federal Recognition board appearance is not required for all appointments.):
  - a. Assemble Initial Appointment Packet:
    - (1) Initiate medical exam appointment or collected exam documentation from applicant: DD Forms 2808 & 2807-1, Report of Medical Examination and Report of Medical History. To include approved waivers.
    - (2) Physicals must be completed IAW AR 40-501, Chapter 10. Initial appointment physicals required within 24 months from projected date of commission/appointment and 60 months with no break in commission service.
    - (3) IAW DoD Memorandum, Period Health Assessment (PHA) Policy for Active Duty and Selected Reserve, dated 16 FEB 06, a PHA is required every 12 months.
    - (4) DoDMERB Physicals (from ROTC) must receive PULHES from MATS system through NGB.
  - b. Enclose approved waiver from appropriate authority IAW Chapter 2, NGR 600-100 (if applicable).
  - c. Complete an NGB Form 62E, Application for Initial Appointment.
  - d. Enclose Completed DA 71 for all appointments.

- e. Complete an NGB Form 337, Oath of the Army National Guard (specific to each State).
- f. Obtain a State Appointment Order from the MILPO.
- g. Collect from State MILPO: NGB Form 89/89E, ARNG Proceedings of Federal Recognition Examining Board. (Items g. and h. are products of a FED REC Board and/or Officer Personnel Section).
- h. Collect and enclose from applicant the DD Form 368, Release from Reserve Component (used only for Reserve Components appointments, not required for IRR appointments: ref: AR 140-10 Para 5-1(7) b.d (4).
- i. Collect from applicant: Military education documentation (OCS/ROTC diploma or DA Form 1059/diploma for current grade and branch).
- j. Collect from applicant: civilian education documentation (official college transcripts or statement in Figure 3-4, NGR 600-100, signed by Registrar, certified true copy ILO raised seal, TRANSCRIPT CANNOT BE ISSUED TO STUDENT).
- k. Obtain from appropriate personnel: DA Form 5500(male)/5501(female) Body Fat Content Worksheet (if applicable).
- l. Obtain from applicant: copy of SSN card or statement IAW figure 3-3, NGR 600-100.
- m. Obtain from applicant: copy of Birth certificate and or naturalization statement IAW figure 3-1 or 3-2, NGR 600-100.
- n. Enclose Proof of Secret Security Clearance from either:
  - (1) Officer recruiter's direct access to JPASS (if state allows).
  - (2) State MILPO/State Security Manager.
  - (3) ROTC program's Human Resources Administrator.
- o. Enclose military service obligation and create statement reflecting it (DA Form 3574 or 3575 for completed initial MSO).
- p. Obtain from the applicant: DD Form 214 and/or NG Form 22 for ARNG enlisted and/or Officer service.
- q. Obtain from the applicant: Statement of understanding if unable to complete 20 year of service for retirement (Figure 3-6, NGR 600-100) (if applicable).
- r. Obtain from the applicant: Award orders and citations (if applicable).
- s. Obtain from State MILPO: Orders or memorandum appointing the FRB (if applicable).
- t. Obtain from the applicant: Aviation service order request (if applicable).
- u. For predetermined Warrant Officer (WO) see checklist for additional steps (Reference NGR 600-101 and/or <http://www.usarec.army.mil/hq/warrant/index.html>).
- v. For a Specialty Branch Officer initial appointment see checklist for additional steps.

4. Transfer from Active Duty or USAR Change of Branch (requires Federal Recognition Board) packet:

- a. Reference Para 3 of this task. Create an Appointment Packet and/or Federal Recognition Board Packet IAW Chapter 2 and Appendix B, NGR 600-100, or NGR 600-101 (pre-determination for Warrant Officers).
  - b. Collect from State MILPO: TAG endorsement to NGB-ARP-CO.
  - c. Collect from State MILPO: State branch transfer order.
  - d. Collect from State MILPO: NGB Form 89. Federal Recognition Proceedings (if applicable).
  - e. Collect from applicant: Military education documentation (include only the DA Form 1059 or diploma required for this branch transfer per DA Pam 600-3).
  - f. Collect from State MILPO: Copy of Federal Recognition order which verifies an officer previously held the same grade and branch (when FRB is not required).
  - g. Collect from State MILPO: Orders or memoranda appointing FRB.
  - h. Collect from applicant: promotion memorandums or orders.
5. Transfer of Army National Guard Officers between States (no Federal Recognition Board required) packet, Reference NGB-ARH Policy dated 25 November 2003:
- a. Collect from GAINING State MILPO: State appointment order from gaining State.
  - b. Collect from LOSING State MILPO: 90-day conditional release memo, DA Form 4187, State transfer order from the losing state, and other documentation (reference: NGB Memo, Policy on Transfer of Army National Guard Officers between States, dtd 25 NOV 03).
  - c. Create an NGB Form 337 for the applicant.
  - d. Collect documents for branch transfer/MOS change (if applicable).
  - e. Collect promotion memorandums or orders.
  - f. Determine a para/lin for the officer with your State's Interstate Transfer (IST) Coordinator or State MILPO.
6. Assemble Transfer of Regular Army/USAR officers (no Federal Recognition Board required) packet:
- a. Follow the procedures outlined in NGB Memo, Interim Policy Guidance for Accessing Officers from the Active Army or Army Reserve into the Army National Guard, dtd 26 FEB 02.
  - b. Complete an NGB Form 62E for the applicant.
  - c. Complete an NGB Form 337 for the applicant.
  - d. Obtain from applicant: DD Form 2808 & 2807-1.
  - e. Obtain from applicant: DD Form 368 (no longer used for IRR appointments, ref: AR 140-10 Para 5-1, (7) b.d (4)).
  - f. Obtain from applicant: DA Form 4037 (Officer Record Brief).
  - g. Obtain DD Form 214 (member copy 4 with special additional information).

- h. Obtain Raised seal or certified true copy of college transcripts (not issued to student).
- i. Obtain DA Form 1059 or completion certificates of military education.
- j. Obtain Military award citations.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction should the Soldier experience minor difficulty. Consider directing self-study or on-the-job training for Soldiers who experience major difficulties in task performance.

**Evaluation Preparation:** This task may be evaluated by two methods:a. Self Evaluation. Perform the task on the job using the materials listed in the Conditions Statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.b. Supervisor's Evaluation. Ensure that the Soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able, have them perform the task on the job. Grade them using the Performance Measures, IAW the Evaluation Guidance section.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Determined type of appointment.			
2. Determined Source of Commission/Appointment.			
3. Created Appointment or Fed Rec Board Packet.			
4. Transferred from Activity Duty or USAR Change of Branch packet.			
5. Transferred of Army National Guard Officers between states.			
6. Assembled transfer of Regular Army/USAR Officers.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 135-100	Appointment of Commissioned and Warrant Officers of The Army (Reprinted W/Basic Incl C1-13)	Yes	No
	AR 135-101	Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches (Reprinted W/Basic Incl C1-4)	Yes	No
	AR 135-91	SERVICE OBLIGATIONS, METHODS OF FULFILLMENT, PARTICIPATION REQUIREMENTS,	Yes	No
	AR 40-501	Standards of Medical Fitness	Yes	No
	AR 600-9	The Army Body Composition Program	Yes	No
	AR 635-5-1	Separation Program Designator (SPD) Codes (*RAR 001, 08/04/2011)	Yes	No
	NGR 600-100	Federal Recognition and related Personnel Actions	Yes	No
	NGR 600-101	Warrant Officers, Federal Recognition and Related Personnel Actions	Yes	No

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and

weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None

**ICTL Data :**

<b>ICTL Title</b>	<b>Personnel Type</b>	<b>MOS Data</b>
79T ARNG Recruiting and Retention-SL4	Enlisted	MOS: 79T, Skill Level: SL4, ASI: V7, Duty Pos: REA, SQI: 4