CONVICTION WAIVER

- Reference NGR 600-100

DOCUMENTS NEEDED FOR MORAL/CONVICTION WAIVERS

- Memorandums of recommendation/endorsement from chain of command, minimum of O-5 (should address past accomplishments, positions of responsibility, past leadership ability and future potential, and any other positive soldier comments).

- Memorandum from soldier requesting a civil conviction waiver. Memo should cite offense, department/court, location, fine(s) paid, sentence or penalties.

- Statement of Circumstances citing who, what, when, where, and why. Letter should explain the event and outcome surrounding the event. Also mention lessons learned and what they have done with their military and civilian life since then.

- Copy of final disposition of court case. (i.e. proof of fine paid, proof of no probation for a DUI, proof of completed mandatory instruction for alcohol abuse in the case of a DUI) If the county courthouse has no record of ticket or conviction do a DD 369 (Police Records Check) for that county along with a document from that county that they have no records of listed offenses.

The following documents are looked at to see if any convictions are annotated:
Enlistment Contract
SF 88 & SF 93
EPSQ form SF 86
Pg 3 of NGB 62

**The following documents must be submitted to the G-1 Office and for further submission to NGB:

- Commanders Memo (Request)
- OC's Memo (Request)
- OC's Statement of Circumstances
- Supporting Documents
- NGB Form 62-E

**Submit all waivers thru R&R. POC is SPC
Email:
Comm: 512-782-5638

Candidates will need an NGB approved waiver in order to attend Phase I.

NGB 62-E

- Typed (make sure to dress right dress)

**** EXAMPLE BELOW**
**USE THE APRIL 2009 VERSION

APPLICATION FOR FEDERAL RECOGNITION AS AN ARMY NATIONAL GUARD OFFICER OR WARRANT OFFICER AND APPOINTMENT AS A RESERVE COMMISSIONED OFFICER OR WARRANT OFFICER OF THE ARMY IN THE ARMY NATIONAL GUARD OF THE UNITED STATES

The proponent agency in NGB-ARH. The prescribing directive is NGR (AR) 600-100 and NGR (AR) 600-101.
Handwritten form will not be accepted. Each item must be completed. Annotate "None" where applicable.

PRIVACY ACT STATEMENT

AUTHORITY: Title 32 USC 307, Title 10 USC 10204, Executive Order 9397.
PURPOSE: To apply for Federal Recognition as an Army National Guard Officer or Warrant Officer, and appointment as a Reserve Commissioned Officer or Warrant Officer of the Army in the Army National Guard of the United States. The original will be maintained in the Soldier's Official Military Personnel File or electronically filed in a DoD approved system. A copy will be maintained by the MILPO for state records. For organizational use only.
ROUTINE USES: None.
DISCLOSURE: Voluntary; However, if individual does not provide the information requested by the Board, Federal Recognition may be denied.

FROM: *(Last, First, Middle)* Doe, John David	SSN: 123-45-6789	DATE:

THRU: *(State Adjutant General)* Texas

TO: Chief, National Guard Bureau, Attn: NGB-ARP-C, 111 South George Mason Drive, Arlington, VA 22204-1382

SECTION I

I hereby apply for the following: *(Under the provisions of paragraph and NGR authority)* *Para 2-11a, NGR 600-100*

☒ Federal Recognition as a *(Grade and Branch)* 01/2LT/TXARNG

☐ Appointment as a Reserve Officer of the Army in the Army National Guard as a *(Grade and Branch)*

☐ Certificate of Eligibility for Federal Recognition in the Army National Guard as a *(Grade and Branch)*

SECTION II

In connection with the application, I submit the following information, which I certify to be correct to the best of my knowledge.

1. Permanent Home Address: *(Street, City, County, State, Zip)*
   complete address, don't forget county
2. Date of Birth: YYYYMMDD Place of Birth: *(City, County, State)* don't forget county
3. Race/Ethnic Group: ☐ American Indian/Alaskan ☐ Asian/Pacific Islander ☐ African American ☐ Caucasian ☐ Hispanic ☐ Other/Unknown
4. Are you a citizen of the United States by birth or naturalization? Birth(not Yes) *(If by naturalization, append evidence, or certification by an officer.)*
5. List number and relationship of dependent's: ex: 3- Wife, 2 Sons
6. List nearest relative, relationship, and address: Name, father/mother, etc., complete address
7. Marital Status: *(Single, Married, Widowed, Divorced)* self explanatory
8. List present occupation, years experience, employer name and address: *(If self-employed, list business address)*
   Enter present occupation and years of experience with NAME and address of employer
9. List additional experience and years of same:
   Enter past occupation and years
10. List any memberships in professional societies:
    Enter membership in professional societies, this includes fraternities and sororities. DO NOT ABBREVIATE.
11. List any decorations, citations, and commendations: *(Attach copies)*
    Self Explanatory

12. Are you at present a member of any component of the Armed Forces? *(If yes, list grade, branch, component, organization, and aeronautical rating held, if any)*

This should be 'YES'. Include rank/grade, TXARNG, unit (eg: C Co 1/141 INF), unit location

13. Have you ever been rejected for military service or appointment as a Commissioned or Warrant officer? *(If yes, state when & where rejected and cause.)*

Yes or No. If Yes, enter detailed infomation . If answer is too long, continue in REMARKS on page 3 or on an attached sheet of paper. If an additional sheet of paper is used, indicate in item 13 that an explanation is attached.

14. Have you ever been separated from the military by reason of reclassification, board action, or have resigned in lieu of reclassification, board action or court martial proceedings? *(If yes, give date, place, and details.)*

Yes or No. If Yes, enter detailed infomation . If answer is too long, continue in REMARKS on page 3 or on an attached sheet of paper. If an additional sheet of paper is used, indicate in item 13 that an explanation is attached. A YES will require a waiver.

15. Have you ever been court martialed? *(If yes, give date, place, charge, and final disposition.)*

Yes or No. If Yes, enter detailed infomation . If answer is too long, continue in REMARKS on page 3 or on an attached sheet of paper. If an additional sheet of paper is used, indicate in item 13 that an explanation is attached. A YES will require a waiver.

16. Have you ever been arrested or convicted by a civil court for other than minor traffic violations? *(If yes, give date, place, charge, and sentence.)*

Yes or No. If Yes, enter detailed infomation . If answer is too long, continue in REMARKS on page 3 or on an attached sheet of paper. If an additional sheet of paper is used, indicate in item 13 that an explanation is attached. A YES will require a waiver.

17. Are you at present receiving a disability allowance, disability retired pay, or pension as a result of military service? *(If yes, give details.)*

Yes or No. If Yes, enter detailed infomation . If answer is too long, continue in REMARKS on page 3 or on an attached sheet of paper. If an additional sheet of paper is used, indicate in item 13 that an explanation is attached. Include percentage of disability.

SECTION III

1. High School: *(List name of school, city & state, year graduated. If GED completed, attach copy of certificate.)*

Self Explanatory

2. College: *(List name of college, city & state, dates attended, and degree program or course attended) (Graduated? Yes or No)*

If currently attending college, enter information as indicated, except under "graduated yes or no" enter PRESENT and leave year blank

3. Service Schools: *(List name of school, city & state, dates attended, and course attended) (Graduated? Yes or No)*

Enter all military service schools attended. This includes BCT, AIT, ABN, etc. These schools are documented with DD Form 214's, Academic Evaluation Reports, DA Form 1059's, etc. Use continuation sheets if necessary and indicates as such on 62E.

4. Army Extension Courses: If completed, attach copy of certificate. *(List name of school, phase or series number, and course completion date.)*

Enter all military correspondence courses. If none enter N/A.

SECTION IV

Chronological statement of Active Federal Service, to include Army, Navy, Air Force, Marine Corps, Coast Guard, National Guard in Federal Service, and Reserve Officer on Active Duty.

(yyyymmdd) From	To	Station	Grade	Organization	Duty	(name and grade) Immediate Commanding Officer
yyyymmdd	yyyymmdd	installation name	rnk/grd	ex: A Co 1/144 IN	MOS	Name and Rank
This	section	includes Active	Duty	Title 10 service.	It also	Includes BCT and AIT.

Chronological statement of Military Service other than above, to include Army, Navy, Air Force, Marine Corps Reserve, and National Guard not in Federal Service, Cadet at U.S. Military Air Force or Coast Guard Academy, Midshipsman at U.S. Naval Academy, Student in ROTC, and Service in Military Forces of Foreign Countries.

(yyyymmdd) From	To	State or Fed	Station	Grade	Organization	Duty	(name and grade) Immediate Commanding Officer
yyyymmdd	yyyymmdd	state	installation name	rnk/grd	ex:A Co 1/144IN	MOS	Name and Rank
This	section		includes all	NG/	Reserve time	in title	32 service. It also includes IRR, and
inactive	NG	time					

REMARKS

APPLICANT SIGNATURE

Full Signature: SIGN FULL SIGNATURE HERE *(Sign All Copies)*

ENDORSEMENT

Endorsement prepared by organization Commander: Officer Candidate signs full signature, legibly, above. The rest of the form is left blank.

Approval recommended. The statements of the applicant have been verified as far as practicable and are considered to be correct.

His/Her appointment is desired to fill the position of : OSM and Army G-1 completes the rest of the document.

Vice: _____

Signature: *(Sign All Copies)*

ENDORSEMENT

Endorsement prepared by organization Commander: _____

Approval recommended.

Signature: *(Sign All Copies)*

ENDORSEMENT

From: The Adjutant General, State of _____

To: The President of the Examining Board.

Appointed by paragraph: _____ Orders Number: _____ Dated: _____

Headquarters: _____

Address: _____

1. It is requested that the applicant be examined under the provisions of Title 32 Section 307 USC, and regulations prescribed thereunder, for the the grade and branch stated in this application.

2. The statement of the applicant has been verified as far as practicable and are considered to be correct.

Enclosures: _____

Signature of State Adjutant General: *(Sign All Copies)*

ENDORSEMENT

The Adjutant General of _____

Address: _____

The examination of the applicant has been completed with the result stated in the proceedings of the board (NGB Form 89) herewith enclosed.

Enclosures: _____

Signature of President of the Board: *(Sign All Copies)*

FINAL ENDORSEMENT

From: The Adjutant General, State of _____

To: Chief, National Guard Bureau, Attn: NGB-ARP-C, 111 South George Mason Drive, Arlington, VA 22204-1382

1. It is requested that Federal Recognition be extended to:

_____

(Firstname, middle, lastname, social security number, and appointed grade, branch, & date)

_____

(Give specific position and designation of organization assigned to)

per _____

(Give designation of issuing office, number, paragraph of order, and order date)

vice _____ who on _____

(Give name only of previous occupant) *(Give date position was vacated)*

was _____

(State: a. Resignation, b. Transfer , c. Promoted, d. Demoted)

by _____

(State: a. Own application, b. Changes in table of organization , c. Conversion of Unit)

per _____

(Give designation of issuing office, number, paragraph of order, and order date)

Attach copy of order as enclosure.

2. Attach a copy of the order of appointment and completed oath of office (NGB 337) as enclosure.

3. It is further recommended that the request for appointment as a Reserve Officer of the Army National Guard of the United States contained in the basic communication be approved.

Enclosures: *(Enumerate)*

_____

_____

_____

_____

Signature of State Adjutant General: *(Sign All Copies)*

INSTRUCTIONS.

In submitting this form, carefully comply with applicable National Guard regulations. This form will be submitted by the applicant through military channels to the State Adjutant General in sufficient copies to ensure that two completed applications and supporting documentation are received by the National Guard Bureau.

This form will be executed by all candidates for examination under the provisions of Title 32 Section 307 USC. When so executed, it serves for the certified statement of the candidate of their personal and military history as prescribed by National Guard Regulations.

The State Adjutant General will, if the application meets with their approval, issue instructions for the candidate to report to the president of the examining board which has been previously appointed by the Army Commander under the provisions of Title 32 Section 307 USC.

The State Adjutant General will forward the application by endorsement thereon, with all pertinent documentation, to the president of the examining board. Candidates may be ordered before the examining board before appointment, but if examined prior to appointment, the candidate should be appointed as soon as practicable after the successful examination has been completed.

The president of the examining board will, upon completion of the examination, forward the application by endorsement thereon, to the State Adjutant General, transmitting therewith the proceedings of the board (NGB Form 89) with all pertinent documentation.

The State Adjutant General will forward the application by endorsement thereon, to the Chief, National Guard Bureau, transmitting therewith the proceedings of the examining board (NGB Form 89) with all pertinent documentation, and any additional attachments as necessary.

DEPARTMENT OF THE ARMY
(Your Unit Name)
TEXAS ARMY NATIONAL GUARD
P. O. BOX 5218, AUSTIN, TEXAS 78763-5218

REPLY TO
ATTENTION OF

(Office Symbol) (DD MMM YYYY)

MEMORANDUM FOR The Adjutant General of Texas, ATTN: JFTX-PSO, PO Box 5218, Austin, TX 78763-5218

SUBJECT: Letter of Recommendation for SPC John D. Doe (xxx-xx-1234)

1. I fully recommend OC (First MI Last), (Social Security Number), (Unit), to attend OCS. Letter of Recommendation should not be cut and pasted from another letter of recommendation. NGB will reject it if found. Addressing the civil offense is not required. We are looking for a letter of recommendation for the soldier, and how the TXARNG will benefit from his/her commissioning.

2. (Give a summary of the Soldier's military accomplishments and leadership abilities)

3. There is no record of indebtedness, questionable character traits, non-judicial punishment, problems with civilian employment, or lack of substantive support by the chain of command. His/Her military experience, leadership abilities, and professional qualifications uniquely suit him/her to make a significant contribution as a commissioned officer and leader of Soldiers upon completion of OCS.

4. **All enlisted soldiers even MOS of 09S must include a letter of recommendation from a CPT or higher grade officer. All soldiers requiring a Civil Conviction Waiver must have a letter of recommendation from their Battalion Commander or higher grade officer.**

5. Please forward one copy of the approval/disapproval to the OCS Office and one to my office. POC for this request in the undersigned at (phone number) or via email at (email@us.army.mil).

4 Encls
1. SM Court Documents
2. SM Statement of Circumstances
3. NGB Form 62-E
4. SM Request

JAMES E. RUDDER
LTC, IN, TXARNG
Commanding

EXAMPLE

- Commander writes this request.
- Forward this memorandum, the court documents, Statement of Circumstances, SM's Request Memo, and NGB 62-E to OCS with the SM's packet.
- Ensure this offense is annotated on the NGB Form 62E.
- CIVIL CONVICTION WAIVERS ARE REQUIRED FOR ANY CIVIL CONVICTION OTHER THAN A MINOR TRAFFIC VIOLATION WITH A FINE OF $300 OR LESS.

DEPARTMENT OF THE ARMY
(Your Unit Name)
TEXAS ARMY NATIONAL GUARD
P. O. BOX 5218, AUSTIN, TEXAS 78763-5218

REPLY TO
ATTENTION OF

(Office Symbol) (DD MMM YYYY)

MEMORANDUM FOR Commander, (Your Unit), (Your Unit's Address), (Tour Unit's City), TX (Your Unit's Zip Code)

SUBJECT: Soldier's Request for Waiver of Civil Conviction for OCS Enrollment

1. I, OC (First MI Last), (Your Social Security Number), (Your Unit), was convicted of a civil offense per the attached court documents. I complied with the court's final judgment by (Your Punishment). My background is now clear and awaiting disposition of my security clearance. I request a waiver of this civil conviction for appointment as a Second Lieutenant upon completion of the Officer Candidate School (OCS) program.

2. (Give a summary of your military accomplishments and leadership abilities)

3. Attach copies of all related court documents and a memorandum for record stating the circumstances that caused the incident, resulted in charges, and led to the resolution of the incident. No waiver is necessary but must be addressed on page 2 of NGB 62E if the charges were dropped, not convicted, dismissed or found "Not Guilty". If charges were expunged, no mention of the incident or charges are necessary on the NGB 62E.

4. POC for this request in the undersigned at (your phone number) or via email at (your.email@us.army.mil).

3 Encls
1. Court Documents
2. Statement of Circumstances
3. NGB Form 62-E

JOHN D. DOE
OC, TXARNG

EXAMPLE

- Ensure that a memorandum similar to this one is completed by you and not your Commander. Forward this memorandum, the court documents, and the Statement of Circumstances to your Battalion Commander. Your Company Commander will write another memorandum that is similar and states that you are of good moral character and should be commissioned as an officer in the Texas Army National Guard.
- You must also annotate this offense on your NGB Form 62E.
-If the charges were dropped, dismissed, or you were found NOT GUILTY, the incident must be annotated on the NGB 62E, but no waiver need be submitted.
- CIVIL CONVICTION WAIVERS ARE REQUIRED FOR ANY CIVIL CONVICTION TO

DEPARTMENT OF THE ARMY
(Your Unit Name)
TEXAS ARMY NATIONAL GUARD
P. O. BOX 5218, AUSTIN, TEXAS 78763-5218

REPLY TO
ATTENTION OF

(Office Symbol) (DD MMM YYYY)

MEMORANDUM FOR RECORD

SUBJECT: Statement of Circumstances

1. I, OC (First MI Last), (Your Social Security Number), (Your Unit), was convicted of a civil offense per the attached court documents.

2. You should state in a clear, concise manner the circumstances that caused the incident (who, what, when, where, why).

3. Included should be the exact charge, citation and/or court case #, arresting/citing agency, location to include county, exact fine/sentence or outcome and how the situation was resolved.

4. You should describe what you learned from the incident, how you have changed your behavior/actions to prevent the incident from occurring again, and what you have accomplished with your military career and civilian

5. POC for this request in the undersigned at (your phone number) or via email at (your.email@us.army.mil).

JOHN D. DOE
OC, TXARNG