

INSTRUCTIONS FOR ROTC CADETS

APPLICANT NAME: _____ COMM DATE: _____

FIRST STEP: You will need an official NGB LOA. In order for you to have an LOA, you must submit the following documents to our office: *(PLEASE CHECK OFF COMPLETED SECTIONS)*

INITIAL DOCS NEEDED FOR NGB LOA

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Complete	Document	Instructions
	DD2808 and DD2807-1 (CH 2 COMM PHYSICAL)	Must be within 24 Months all waiver documents and supporting documentation for the waiver you will require a second waiver from National Guard Bureau
	DA FORM 705 (PT Card) and HT/WT Memo	Must be within 6 months
	DA 597 and/or NGB 594-1 if SMP	ROTC Contract, (SMP-Contract if applicable)
	Statement of Understanding (Attached)	The statement of understanding needs to be completed, initial by block 2 and sign
	Disclosure Memo (Attached)	Add date at the top, initial beside items that pertain to you in lines 1 and 2, put your contact info in line 3 and change the signature block at the bottom to your info. Sign above your name.
	NGB 337 (add Signature x2)	Print and sign by hand OR use your military ID/DOD ID for digital signature on both the National Guard Officer section and Temporary federal recognition section.
	NGB 62E (Must be TYPED, add signature on pg 4)	1) Type all responses on pages 1-3 - Page 1, Section 2, #6: PER NGB, DO NOT USE YOUR SPOUSE. Give both First and Last name of the individual, and the relationship. 2) Pg 4: Military or Hand sign the top (where it states APPLICANTS signature) 3) The rest of Page 4 and 5 will be completed by me, PLS LEAVE BLANK!!!
	DD 369 - Police Background Check	Complete highlighted fields (1-9, sign block 11)
	Social Security Card SIGNED	SSC must be signed to be valid
	Birth Certificate or Naturalization Cert	

Final 3 items below are needed upon graduation/commission

1) Final Transcript - OFFICIAL	Must show conferred date and degree received (if 2-year military academy must also have copy of diploma)
2) DA 71 (Oath of Office)	You will receive this when you graduate.
3) ROTC Memorandum of Appointment	Issued during commission from schoolhouse.

FINAL 3 DOCS NEEDED FOR FED REC

SECOND STEP: Our office will verify your security clearance and generate a memo. If you do not have secret clearance already, this will be a long process. Sometimes, more than a year.

THIRD STEP: Once you have a security memo and all the pre-graduation initial documents your LOA will be generated through the NGB LOA portal.

FOURTH STEP: Upon your graduation/commission you must submit the final three documents listed above to complete your packet. Once complete, your packet will be sent to J1 who will submit your packet to NGB for Federal Recognition.

***NOTE:** With your NGB LOA you will be able to schedule your BOLC date, but one of the requirements to attend BOLC are your STATE APPOINTMENT ORDERS!

V/R
OSM
 HHC Rec & Ret OSM ROTC/OCS Admin
 2200 W 35th St. Bldg. 15
 Austin, TX 78703

Email: ng.tx.txarng.mbx.rotc.mil@army.mil
 Office Phone: 512-782-5826

POLICE RECORD CHECK				1. DATE OF REQUEST (YYYYMMDD)		OMB No. 0704-0007 OMB approval expires March 31, 2021	
<p>The public reporting burden for this collection of information is estimated to average 27 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-informationcollections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO ADDRESS SHOWN AT BOTTOM OF FORM.</p>							
SECTION I - (To be completed by Recruiting Service)							
2. NAME OF APPLICANT (Last, First, Middle Name(s), Alias)			3. SEX		4. PLACE OF BIRTH		
			<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		a. CITY		b. COUNTY
							c. STATE
5. DATE OF BIRTH (YYYYMMDD)		6.a. ETHNIC CATEGORY		b. RACIAL CATEGORY (X one or more)		7. SOCIAL SECURITY NUMBER	
		<input type="checkbox"/> (1) HISPANIC OR LATINO <input type="checkbox"/> (2) NOT HISPANIC OR LATINO		<input type="checkbox"/> (1) AMERICAN INDIAN/ALASKA NATIVE <input type="checkbox"/> (2) ASIAN <input type="checkbox"/> (3) BLACK OR AFRICAN AMERICAN		<input type="checkbox"/> (4) NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER <input type="checkbox"/> (5) WHITE	
8. ADDRESS IN ADDRESSEE'S JURISDICTION (See "MAIL TO" block)						9. DATES RESIDED AT THIS ADDRESS	
a. NUMBER AND STREET (Include apartment no.)			b. CITY		c. STATE	d. ZIP CODE	a. FROM (YYYYMMDD)
							b. TO (YYYYMMDD)
10. PERSON MAKING THIS REQUEST							
a. NAME (Last, First, Middle Name(s))			b. RANK	c. SIGNATURE		d. TITLE	
						Rec & Ret OSM BB Admin	
SECTION II - (To be completed by Applicant)							
PRIVACY ACT STATEMENT							
<p>AUTHORITY: 10 U.S.C. Sections 136, 504, 505, 12102; 14 U.S.C. Sections 351 and 632; DoDI 1304.2; DoDI 1304.26; and E.O. 9397 (SSN), as amended.</p> <p>PRINCIPAL PURPOSE(S): The information collected on this form is used to screen and identify applicants to the Armed Forces who may have discreditable involvement with the police or other law enforcement agencies. Completed forms are used to conduct background records checks used to determine eligibility of applicants for accession into the Armed Forces. Completed forms are covered by recruiting and official military personnel SORNs maintained by each of the Services.</p> <p>ROUTINE USE(S): The routine uses are found in the associated system of records notices listed below: A0601-270, U.S. Military Processing Command Integrated Resources System (USMIRS); http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-view/Article/570661/a0601-270-usmepcom-dod/ A0601-210c TRADOC, Army Recruiting Prospect System; http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570073/a0601-210c-tradoc/ F036 AETC R, Air Force Recruiting Information Support System (AFRISS) Records; http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569780/f036-aetc-r/ M01133-3, Marine Corps Recruiting Information Support System (MCRISS); http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570628/m01133-3/ N01133-2, Recruiting Enlisted Selection System; http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570318/n01133-2/ DHS/USCG-027, Recruiting Files System of Records; http://www.gpo.gov/fdsys/pkg/FR-2011-08-10/html/2011-20225.htm</p> <p>DISCLOSURE: Voluntary. However, failure of the applicant to complete Section II may result in refusal of enlistment in the Armed Forces of the United States. An applicant's SSN is used to conduct the police records check and keep all records together during the enlistment process.</p>							
11. I HEREBY CONSENT TO RELEASE FROM YOUR FILES THE INFORMATION REQUESTED BELOW.					SIGNATURE		
SECTION III - (To be completed by Police or Juvenile Agency)							
<p>The person described above, who claims to have resided at the address shown above, has applied for enlistment in the Armed Forces of the United States. Please furnish from your files the information relative to Section III below. A return envelope is provided for your convenience.</p>							
12. DOES THE APPLICANT HAVE A POLICE OR JUVENILE RECORD, TO INCLUDE MINOR TRAFFIC VIOLATIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO (If YES, what was the offense or charge, date, disposition and sentence?)							
13. IS APPLICANT NOW UNDERGOING COURT ACTION OF ANY KIND? (If YES, give details.) <input type="checkbox"/> YES <input type="checkbox"/> NO							
THIS IS TO CERTIFY THAT THE ABOVE DATA, AS CORRECTED, ARE TRUE AND CORRECT ACCORDING TO THE RECORD ON FILE IN THIS OFFICE. THIS INFORMATION IS CONFIDENTIAL AND CANNOT BE USED IN ANY OTHER MANNER EXCEPT FOR OFFICIAL PURPOSES.							
14. DATE (YYYYMMDD)		15. TITLE		16. VERIFIED BY (Signature)			
LAW ENFORCEMENT AGENCY MAIL TO:				RECRUITING AGENCY MAIL FROM:			
<input type="checkbox"/> <input type="checkbox"/>				<input type="checkbox"/> Officer Strength Manager/BB/SB/WOSM 2200 W 35th St. Austin, Texas 78703 <input type="checkbox"/>			

**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 ARNG-HRP-R. 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)

DATE:

THRU: (State Adjutant General)

TO: Chief, National Guard Bureau, Attn: ARNG-HRH-A, 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)

Federal Recognition as a (Grade and Branch / MOS)

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

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

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)

1(a). Phone

1(b). Email Address:

2. Date of Birth:

Place of Birth: (City, County, State)

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?

(If by naturalization, append evidence, or certification by an officer.)

5. List number and relationship of dependent's:

6. List nearest relative, relationship, and address:

7. Marital Status: (Single, Married, Widowed, Divorced)

8. List present occupation, years experience, employer name and address: (If self-employed, list business address)

9. List additional experience and years of same:

10. List any memberships in professional societies:

11. List any decorations, citations, and commendations: (Attach copies)

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)*

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.)*

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.)*

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

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.)*

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

SECTION III

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

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

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

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

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)		Station	Grade	Organization	Duty	(name and grade) Immediate Commanding Officer
From	To					

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)		State or Fed	Station	Grade	Organization	Duty	(name and grade) Immediate Commanding Officer
From	To						

REMARKS

APPLICANT SIGNATURE

Full Signature:

X _____

(Sign All Copies)

ENDORSEMENT

Endorsement prepared by organization Commander: DOMINIC G. GONZALES, CPT, AG

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 : UIC: _____ ; Para/Line; _____ ; Position Title; _____ ;

Position Authorized Grade; O-1/2LT

Signature:

(Sign All Copies)

ENDORSEMENT

Endorsement prepared by organization Commander: _____

Approval recommended.

Signature:

(Sign All Copies)

ENDORSEMENT

From: The Adjutant General, State of TEXAS

To: The President of the Examining Board.

Appointed by paragraph: Para 10-3, NGR 600-100 Orders Number: MEMORANDUM Dated: _____

Headquarters: TX ARNG STAFF JFHQ

Address: P.O. Box 5218, Austin, TX 78763

- 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:

SHARON D. CALDERON, MAJ, AG, OPM

(Sign All Copies)

ENDORSEMENT

The Adjutant General of TEXAS

Address: P.O. Box 5218, Austin, TX 78763

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:

DAVID L. SANDERS III, COL, AR, RA

(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:

SHARON D. CALDERON, MAJ, AG, OPM

(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.

OATHS OF OFFICE

The proponent agency is ARNG-HRH IAW G1 policy. The prescribing directive is NGR (AR) 600-100 and NGR (AR) 600-101.

PRIVACY ACT STATEMENT

AUTHORITY: Title 32 USC Section 308 and 312..

PURPOSE: Used for persons appointed as an officer of the National Guard to subscribe to an appointment oath required by provisions of Title 32 USC Sections 308 and 312.

ROUTINE USES: None.

DISCLOSURE: Voluntary.

NATIONAL GUARD OFFICER

I, (First, Middle, Last Name) _____

do solemnly swear (or affirm) that I will support and defend the Constitution of the United States

and the Constitution of the State (Commonwealth, District, Territory) of TEXAS

against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that

I will obey the orders of the President of the United States and the Governor of the State

(Commonwealth, District, Territory) of TEXAS, that I make this obligation freely,

without any mental reservations or purpose of evasion, and that I will well and faithfully discharge the

duties of the Office of (Grade) O-1/2LT in the Army/Air National Guard of the State

(Commonwealth, District, Territory) of TEXAS upon which I am about to enter,

so help me God.

X

(Signature in Full)

TEMPORARY FEDERAL RECOGNITION

I, (First, Middle, Last Name) _____

having been granted temporary Federal Recognition in the grade O-1/2LT Army/Air National Guard

of the State (Commonwealth, District, Territory) of TEXAS do solemnly swear

(or affirm) that during such temporary Federal Recognition I will perform all Federal duties as if I had been

appointed as a Reserve Officer of the Army/Air Force.

X

(Signature in Full)

AUTHENTICATION

Sworn to and subscribed before me at

CAMP MABRY, AUSTIN, TEXAS

this

_____ day of _____, _____.

DOMINIC G. GONZALES, CPT, AG

Name, Grade, Component or Authorized Official Administering Oath(s) ^{Signature}

(Signature)



TEXAS MILITARY DEPARTMENT
TEXAS ARMY NATIONAL GUARD
POST OFFICE BOX 5218
AUSTIN, TX 78763-5218
(512) 782-5001

NGTX-RR-OSM

(DATE)

MEMORANDUM FOR RECORD

SUBJECT: Disclosure/Waiver Certification

1. I certify that:

I do not have any adverse information documented in my file with HQDA-Inspector General (DIAG); Criminal Investigation Command (CID), and the Official Military Personnel File (OMPF) including iPERMs restricted folder. This includes all periods of service, including enlisted service, and service from other components.

or

Adverse information has been documented in my military file from calendar year ____; therefore, I have attached a memorandum for record explaining the situation along with all supporting documentation.

2. I certify that I:

Did not require moral or civil conviction waiver for my original commission or any appointment/reappointment.

or

Received an approved moral or civil conviction waiver. I have attached my approved waiver.

3. I can be reached at

Phone Number

or

Email Address

for more information.

X Signature
2LT, Branch, TXARNG



DEPARTMENT OF THE ARMY
TEXAS ARMY NATIONAL GUARD
RECRUITING AND RETENTION COMMAND-TX
2200 W. 35TH ST. BLDG. 15
AUSTIN, TX 78703

NGTX-RR-OSM

(DATE)

MEMORANDUM FOR RECORD

SUBJECT: Statement of Understanding for Military Service Obligation (MSO)

1. Reference AR 135-91, Table 2-1
2. I _____ understand that upon
(First name, middle initial, last name, & SSN)
my acceptance of a commission in the Texas Army National Guard, that I will incur
the following obligation, regardless of any past service that I have.

_____ I incur no further obligation.

_____ I incur a _____ years _____ month obligation.
Initials

X _____
Signature

Name
Typed Name of Officer

Date

CF
Individual Personal File

MNRR

SUBJECT: Statement of Military Service Obligation (MSO)

Directions for the MSO Statement

Mandatory Service Obligation (MSO) Statement: As per AR 135 –91, a reserve soldier is responsible for acknowledging and understanding the terms of his and her reserve participation agreement. The statutory MSO is incurred on initial entry into the Armed Forces whether by induction, enlistment, or appointment. On and after 1 June 1984, all soldiers incurred an 8-year stationary MSO.

The following is a guide to complete MOS statement. Referred to AR 135-91 for actual/detail Army regulation guidance.

- 1. Academy Commission Officers have an 8-year MSO date from the date of appointment.**
- 2. ROTC Commission Officers have an 8-year MSO date from the date of appointment.**
- 3. Federal OCS Commission Officers have an 8-year MSO date from the date of appointment.**
- 4. State/NGB OCS Commission Officers retains the original statutory obligation incurred on enlistment. Any contractual obligation not served is added to the original statutory obligation of 8-years. NOTE: After appointment, the officer will participate with a Troop Program Unit (TPU) for 6-years unless otherwise authorized (E.g., reorganization, inactivation, or change of residence (including overseas)). Officers who have completed their 8 years MSO but not their 6 years contractual agreement will serve in the USAR Control group (Reinf).**
- 5. Direct Commission from civilian status has an 8-year MSO date from the date of appointment (E.g. JAG, MC, DC, CH, VC, SP, and ANC).**
- 6. Direct Commission from enlistment/officer status. An obligate enlisted soldier who receives a direct commission retains the original statutory obligation on enlistment or induction. Participation will be the same as that required of a State/NGB OCS graduate as listed above.**