



### IF YOU ARE HEADED TO COLLEGE:

Become an Army National Guard officer through Army ROTC. This four-year program consists of a two-year Basic Course and a two-year Advanced Course. During the Advanced Course, you may serve in the Army Guard through the Simultaneous Membership Program (SMP), where you'll receive a regular paycheck, credit toward retirement, and you'll gain valuable on-the-job leadership skills.

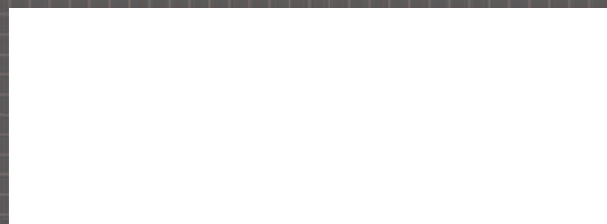
### IF YOU ARE A COLLEGE GRADUATE OR HAVE AT LEAST 60 CREDIT HOURS:

You can become an officer in the Army National Guard through State Officer Candidate School (OCS). After completing the four-phase, 16-month course, commissioned officers are required to attend the Officer Basic Course.

### IF YOU ARE HIGHLY QUALIFIED:

You may be eligible for a direct commission through the ARNG Direct Appointment Program. To be considered for this elite program, you must receive a nomination and selection from your commanders.

See inside for details on these, and other, Army National Guard Commissioning Programs. If you have questions, talk to your Army National Guard recruiter.



COMMISSIONING PROGRAMS  
APPLICANT'S PACKET

AMERICAN SOLDIER

THE ARMY NATIONAL GUARD

# TABLE OF CONTENTS

CONTENTS	Page
State OCS	3
OCS Enrollment Requirements	4
Requirement Checklist State OCS (Figure 1)	7
State OCS Document Checklist (Figure 2)	8
NGB Accelerated OCS	9
Active Component OCS	10
Significant Dates and Milestones (Figure 3)	11
OCS Enlistment Option Criteria	
- Non Prior/Glossary Non Prior Service	12
- Prior Service	13
Reserve Officer Training Corps (ROTC)	14
Simultaneous Membership Program (SMP)	16
Direct Commission	18
Commissioning Incentives	22
OCS Incentives Worksheet (Figure 4)	23
ROTC/SMP Incentives Worksheet (Figure 5)	24
Application for Commissioning Programs (Figure 6)	25
OCS Enrollment and Attendance History (Figure 7)	26

Compiled and published by:  
NGB-ASM  
1411 Jefferson Davis Hwy  
Arlington, VA 22202

# STATE OCS

## COURSE OVERVIEW:

The State OCS (Officer Candidate School) option (Traditional Course) is a 16- to 18-month course of instruction conducted from March to August of the following year. Upon commissioning, each officer must attend an Officer Basic Course within 18 months (one six-month extension may be granted) in the branch to which he or she is assigned.

### PHASE ZERO:

One weekend drill will be held each month in March, April, May, and June, conducted at State Regional Training Institute (RTI). Administrative in-processing is conducted to ensure all applicants meet the minimum enrollment criteria by a written examination and board evaluation. Drill and ceremony, physical fitness, and land navigation training are conducted to prepare the applicants for Phase I. Applicants must pass an Army Physical Fitness Test (APFT) during this phase prior to being accepted into the program. Applicants are on a SUTA status until accepted into the program. Unit of assignment will receive a SUTA certificate from the State Regional Training Institute (RTI) following drill weekend. Each individual will be enrolled and promoted to E-6 when all enrollment criteria are met.

### PHASE I:

A two-week annual training will normally be held in June or July, with personnel reporting to one of seven Regional OCS Battalions. The training will focus on leadership, teamwork, and basic military skills. Candidates will receive land navigation training, training management, and testing conducted at the regional OCS training facility.

### PHASE II: (Traditional)

IDT weekends will usually take place from July to June of the following year. Candidates are attached to their State Regional Training Institute (RTI) OCS Company and will perfect the skills previously learned. In addition, they will concentrate on military subjects such as ethics, military justice, physical fitness, logistics, communications, personnel administration, NBC, tactics, and patrolling.

### PHASE III:

A two-week annual training is normally held in July or August. Candidates will report to their State Regional Training Institute (RTI) and be transported either to Ft. Benning, GA; Ft. McClellan, AL; or Ft. Lewis, WA; where they will be evaluated on tactics, patrolling, and leadership skills through squad and platoon level. Upon completion, candidates may be commissioned pending federal recognition.

## **OCS ENROLLMENT REQUIREMENTS:**

### **CIVILIAN EDUCATION:**

- Minimum of 60 college credit hours from an accredited college or university depicted on an official (or certified true copy) college transcript. Applicants who possess a four-year degree will also furnish a copy of the degree certificate.
- Commissioning: Minimum of 90 credit hours on an official transcript.

### **MILITARY EDUCATION:**

- DD 214 indicating successful completion of Initial Active Duty Training (IADT) and Advanced Individual Training (AIT).
- DD 220 for Non-Prior Service or Glossary Non-Prior Service OCS Enlistment Options Personnel indicating successful completion of IADT. AIT is not required.

### **GT SCORE:**

- Minimum GT Score of 110 (waiver is not authorized). Applicants may retest to improve score. The following authorizes verification: Page 1 of DD Form 1966; USMEPCOM Form 714ADP; Certified true copy of 2-1; memorandum from State Education Service Officer (for retest only).

### **SAT/ACT:**

- Not required for applicants who possess a Baccalaureate degree.
- Not required for OCS enrollment or attendance. Evidence of qualifying test must be included in the initial appointment packet upon commissioning.

### **APFT:**

- Must successfully pass a State RTI-administered Record APFT prior to admission to Phase I and again within 60 days prior to entering Phase III.
- Commission: Must successfully complete an APFT within 12 months.

### **HEIGHT / WEIGHT:**

- Must meet height/weight requirements IAW current AR 600-9 and annotated on a DA Form 5500 – 5501 prior to admission to Phase I.

### **SOCIAL SECURITY CARD:**

Copy

## **MEDICAL EXAMINATION:**

- MEPS- administered Chapter II Commissioning Physical or Class I Flight Physical conducted within 24 months of anticipated commissioning date.
- Commissioning: Medical standards as prescribed in chapter 2, AR 40-501.

## **AGE:**

- Minimum age for appointment is 18 years.
- Individuals can be appointed prior to the age of 30 with no waiver required.
- The State Adjutant General may grant age waivers prior to an individual's 35th birthday.
- Waiver requests must be submitted for applicants over age 35 to NGB-ARH. Must be able to be commissioned prior to age 40. This exception to policy request must include:
  1. Letters of Recommendation/endorsement from individual's chain of command
  2. Certified copy of DA Form 2-1
  3. Current (within 12 months) APFT (DA Form 705)
  4. Certified copy of current college transcripts
  5. Certified copy of completed Chapter 2 physical

## **BIRTH CERTIFICATE:**

- Copy

## **CITIZENSHIP:**

- Citizen by birth or naturalization.
- Naturalized Citizen: Provide proof of naturalization utilizing Figure 3-1, NGR 600-100.
- If not a citizen, you must provide proof of application for citizenship (citizenship is required for Phase III enrollment).
- Commissioning: U. S. citizenship required (no waiver authorized).

## **CIVILIAN BACKGROUND:**

- Local Police Records Check. (Ask Unit Administrator for assistance to obtain a Local Police Records Check to determine if Conviction Waiver (DD Form 369, dated SEP 83) is required.

## **SECRET SECURITY CLEARANCE:**

- Ask Unit Administrator for assistance in obtaining a Secret Clearance verification statement, signed by the State Security Manager; annotated that a Form 873 is on file in your Candidate's Personnel Folder.
- Proof that a Secret Security Clearance was requested 10 months prior to commissioning.
- Commissioning: Secret or higher security clearance.

## **LETTER OF RECOMMENDATION:**

- From commander recommending applicant for OCS enrollment.
- Not required for OCS Enlistment Option personnel. (Ask the Unit Administrator for assistance in obtaining the commander's recommendation.)
- Autobiography: As per OCS Student Guide. (Ask the Unit Administrator for assistance in obtaining a copy of the OCS Student Guide.)
- Requirement Checklist provided in Figure 1.
- Document Checklist provided in Figure 2.

## **WAIVERS:**

- Must show proof that waiver request was submitted prior to Phase I.
- A general counseling form, DA Form 4856, indicating individual will be released from the program if the waiver is not approved must be signed by the candidate.
- Copy of the request for waiver with the general counseling form, or the approved waiver, must be in the student folder prior to Phase I.

## **WAIVER REQUESTS:**

- All requests for waivers must be submitted through official channels by the Unit Commander (or his/her representative). Individual soldiers applying for enrollment into an OCS course are not authorized to apply for a waiver directly.

# REQUIREMENT CHECKLIST - STATE OCS

REQUIREMENT	PH I	PH II	PH III	COMM
<b>Civilian Education</b>				
Minimum 60 credits	X	X		
Minimum 90 credits			X	X
<b>GT Score</b>				X
<b>Mental Minimum</b>				
GT: 110	X	X	X	X
<b>Age:</b>				
Minimum 18; Maximum 30	X	X	X	X
Max 35 yrs (TAG Waiver)				
Submitted	X	X		
Approved			X	X
Over 35 yrs (NGB Waiver)				
Submitted	X	X		
Approved			X	X
<b>Military Training</b>				
DD 214	X	X	X	X
DD 220 (OCS Enlistment Option)	X	X	X	X
<b>APFT (Pass Prior to Phase I)</b>	X	X	X	X
<b>Height/Weight</b>	X	X	X	X
<b>Minimum of SECRET Security Clearance</b>				
Request Submitted (NLT 10 Months prior to Graduation)		X		
<b>SECRET Approved</b>			X	X
<b>U.S. Citizenship</b>				
Request Submitted	X	X		
Citizenship Approved			X	X
<b>Medical Exam</b>				
Chapter II Commissioning or Class I Flight				
Physical within 24 months of Appointment	X	X	X	X
<b>Birth Certificate</b>	X	X	X	X
<b>Social Security Card</b>	X	X	X	X
<b>CDR Letter of Recommendation</b>	X	X	X	X
<b>Attachment, Promotion, AT Orders</b>	X	X	X	X
<b>Autobiography</b>	X	X	X	X

Figure 1

# STATE OCS DOCUMENT CHECKLIST

ITEM	REQUIREMENT	DOCUMENT
<input type="checkbox"/> Civilian Education	Minimum of 60 Credits	Official College Transcript Certified True Copy
<input type="checkbox"/> Military Education	Basic Training and AIT	DD 214 DD 220 (OCS Enlistment Option)
<input type="checkbox"/> GT Score	Minimum of 110	USMEPCOM Form 714ADP Page 1 DD Form 66 Certified 2-1 DA Form 705
<input type="checkbox"/> APFT	State RTI administered During Phase Zero	DA 5500-5501
<input type="checkbox"/> Height/Weight	Administered During Phase Zero (AR 600-9)	DD 2807& 2805 (IAW CH 2 AR 40-501)
<input type="checkbox"/> Medical	Commissioning Physical Flight Physical	DA Form 4856 & Request Appropriate Documentation
<input type="checkbox"/> *Medical Waiver	Counseling & Request Approval	Copy DA Form 4856 & Request
<input type="checkbox"/> Birth Certificate *Age Waiver	Counseling & Request Approval Appropriate Documentation	NGR 600-100, Figure 3-1 DA Form 4856
<input type="checkbox"/> Citizenship If Not US Citizen	Naturalization Statement Proof of Application & Counseling	DA Form 5247 R DA Form 4856
<input type="checkbox"/> Secret Clearance Request	Initiation (10 months prior to commissioning Counseling)	Copy
<input type="checkbox"/> SSN		DA Form 369
<input type="checkbox"/> Civilian Background	Request Local Police Record Check	DA Form 4856 Appropriate Documentation From Chain of Command
<input type="checkbox"/> *Conviction Waiver	Request Approval	Original
<input type="checkbox"/> Letter of Recommendation (Not required for OCS Enlistment Option Personnel)		Copy
<input type="checkbox"/> Autobiography		Copy
<input type="checkbox"/> Annual Training Order		Copy
<input type="checkbox"/> Attachment Order		Copy
<input type="checkbox"/> Promotion Order		Copy

**Figure 2**

\* If Required



# NGB ACCELERATED OCS

## COURSE OVERVIEW:

National Guard Bureau (NGB) conducts an eight-week accelerated OCS program for qualified personnel, in both winter and summer months. Qualified personnel will be identified by OPM (Office of Personnel Management) or OSM (Officer Strength Manager) and enrolled in the course. The candidates will report for screening and indoctrination sessions during OCS IDT drills in the March-May period each year. The course is conducted over eight weeks, from June to August each year. (The three phases of training are conducted at region-specific locations throughout the continental United States, with Phase 3 at Ft. Lewis, VA and Ft. McClellan, AL.)

Candidates are eligible for commissioning upon course completion pending federal recognition.

## ENROLLMENT PREREQUISITES:

Applicants must meet appointment standards as prescribed in NGR (AR) 600-100.

In addition to the State OCS enrollment prerequisites, an applicant must satisfy the following:

**Civilian Education:** Candidates must possess a minimum of 90 college credit hours from an accredited college or university annotated on an official college transcript.

**Medical:** Chapter II commissioning physical must be complete and approved.  
(Coordinated by OSM Office).

**Citizenship:** Must be a US citizen for enrollment.

**Waiver Requests:** Same as State OCS. (All waivers must be granted by time of application. Applicants must have no waivers pending.)

## APPLICATION PROCEDURE:

- Complete Sections 1 (Applicant Information) and 2 (OCS Applicants) of Application for Commissioning Program (Figure 6).
- Attach to Unit Commander's OCS Letter of Recommendation.
- Submit by suspense. (Figure 3)

## ENROLLMENT INFORMATION:

States will screen all applicants to ensure they satisfy the enrollment prerequisites.

**NGB is the approving authority for all requests for training.**

# ACTIVE COMPONENT OCS

## COURSE OVERVIEW:

Active Component, or Federal OCS, is conducted over a fourteen-week period at Ft. Benning, Georgia.

## ENROLLMENT PREREQUISITES:

Applicants must meet appointment standards as prescribed in NGR (AR) 600-100.

In addition to the enrollment standards for the Accelerated OCS program, applicants who do not possess a Baccalaureate or higher degree must provide proof of an SAT or ACT score.

Acceptable scores are a minimum of 850 (SAT, based on a maximum possible score of 1,600) and 19 (ACT). Test scores must not be more than 10 years old at time of application for OCS.

Applicant must have no waivers pending.

## APPLICATION PROCEDURE:

Complete Sections 1 (Applicant Information) and 2 (OCS Applicants) of Application for Commissioning Program (Figure 6) and attach to Unit Commander's OCS Letter of Recommendation.

## ENROLLMENT INFORMATION:

States will screen all applicants to ensure they satisfy the enrollment prerequisites. Your Unit Administrator will forward your completed packet and coordinate with NGB. The individual soldier (OCS applicant) is not authorized to personally contact NGB concerning the status of the application.

# SIGNIFICANT DATES AND MILESTONES

DATE	ACTION
15 OCT	(Officer Recruiting) distributes lists of qualified personnel to units. This list is compiled utilizing current SIDPERS(Standard Installation/Division Personnel System) data and may not reflect all unit personnel who are qualified for OCS enrollment. Unit Commanders are required to screen unit rosters to determine if other members meet the minimum enrollment prerequisites.
1 NOV- 31 JAN	(Officer Recruiting) conducts OCS briefings at regional sites. Locations TBA.
15 JAN	Suspense date for units to reply to (Officer Recruiting). OCS Application (Figure 6) and Commander's Letter of Recommendation are required.
16 JAN -15 FEB	(Officer Recruiting) corresponds with applicants regarding course admission requirements, enrollment procedures, and required items for in-processing. Applicants will be further screened for course enrollment.
1 FEB	HQ RTI sends OCS welcome packets to qualified applicants.
MAR	OCS in-processing at HQ RTI, (Location).
1 JUN	Qualified applicants are enrolled in OCS. ATRRS input, attachment orders, and promotion orders coordinated by RTI.
JUL	Phase I. Two-week annual training.
AUG –MAY	Phase II. IDT weekend drills at (Location).
JUN	Phase III. Two-week annual training.
JUN	Commissioning. Upon successful completion of Phase III.
JAN-MAR	NGB Accelerated OCS is conducted at two separate times a year; JAN-MAR and JUN-AUG.

- Federal OCS is conducted at different times throughout the year.

**Figure 3**

# OCS ENLISTMENT OPTION CRITERIA

## NPS/GNPS ENLISTMENT OPTION

### State OCS Enlistment Option

The State OCS Enlistment Option is available to NPS or GNPS applicants provided the following criteria are met:

- 1.** Applicants must have at least 60 semester hours from an accredited college or university prior to OCS enrollment. Applicants must have at least 90 semester hours from an accredited college or university prior to date of commission. Applicants with a Baccalaureate degree are preferred.
- 2.** Applicants must not have reached 31 years of age prior to commissioning. TAG (The Adjutant General) has the authority to waive the age requirements to 35 years of age at date of commission. Must be able to be commissioned prior to age 40. (If a waiver is required, ask for assistance from the Unit Administrator).
- 3.** Applicants must meet the mental, physical and moral requirements set forth in NGR 600-100.
- 4.** Applicants who enlist for the OCS option are not authorized bonus entitlements.
- 5.** Applicants will complete an EPSQ (Electronic Personnel Security Questionnaire) when processing for enlistment at MEPS (Military Entrance Processing Station).
- 6.** Applicants may be carried as excess in any unit to which assigned. Upon entering Phase I of the State OCS program, the State will assign the soldier at their discretion.
- 7.** Applicants who enlist for the State OCS option must sign the following statement in the remarks section of DD Form 1966/3: "I am enlisting for the State Officer Candidate Enlistment Option. I will be required to attend basic training prior to enrolling into State OCS. If I fail to complete the State OCS program, I will be ordered to Advanced Individual Training (AIT) or discharged without board action or appeal."
- 8.** Applicants will be enlisted under the 6X2 program. Applicants who fail to complete the State OCS program, will be ordered to Advanced Individual Training (AIT) or discharged.
- 9.** Applicants will be required to select three MOS options prior to enlistment. The needs of the National Guard will determine which MOS will be selected.
- 10.** MEPS Guidance Counselors will make reservations in REQUEST using MOS 09S1. State OCS applicants may be trained at any basic training site.
- 11.** Upon completion of basic training, apply the following:
  - (a) Soldiers will be advanced to pay grade E-4 upon completion of basic training.
  - (b) Soldiers will wear the OCS insignia upon completion of basic training.
  - (c) Soldiers advanced to pay grade E-4 and authorized to wear OCS insignia will begin pre-OCS training at the discretion of the State AG. This training may be with a unit, battalion, brigade or state military academy. The purpose of the pre-OCS training will be to prepare the soldier for the Officer Candidate Program.
  - (d) Soldiers who complete basic training will be coded in SIDPERS in training pay category "A".
  - (e) Soldiers who enter the State OCS program will be advanced to Cadet/E-6 and are authorized to wear OCS insignia. The State should publish orders for the appropriate Officer Basic Course upon a soldier's graduation from State OCS. If a soldier fails to complete State OCS, the State will publish orders either for MOS Advanced Individual Training or discharge.

# PS ENLISTMENT OPTION

## State OCS Enlistment Option:

The State OCS Enlistment option is available to prior service applicants provided the following criteria are met:

- 1.** Applicants must have at least 60 semester hours from an accredited college or university prior to OCS enrollment. Applicants must have at least 90 semester hours from an accredited college or university prior to date of commission. Applicants with a Baccalaureate degree preferred.
- 2.** Applicants must not have reached 31 years of age prior to commissioning. TAG has the authority to waive the age requirements to 35 years of age at date of commission. Must be able to be commissioned prior to age 40. (If a waiver is required, ask for assistance from the Unit Administrator).
- 3.** Applicants must meet the mental, physical and moral requirements set forth in NGR 600-100.
- 4.** Applicants who enlist for the OCS option are not authorized bonus entitlements.
- 5.** Applicants will complete an EPSQ (Electronic Personnel Security Questionnaire.)
- 6.** Applicants may be carried excess in any unit to which assigned. Upon entering Phase I of the State OCS program, the State will assign the soldier at their discretion.
- 7.** Applicants who enlist for the State OCS option must sign the following statement in the remarks section of DD Form 1966/3: "I am enlisting for the State Officer Candidate Enlistment Option. I will be required to attend basic training prior to enrolling into State OCS. If I fail to complete the State OCS program, I will be ordered to Advanced Individual Training (AIT) or discharged without board action or appeal."
- 8.** Enlist applicants for a minimum of three years.
- 9.** Soldiers who enter the State OCS program will be advanced to Cadet/E-6 and are authorized to wear OCS insignia. The State should publish orders for the appropriate Officer Basic Course upon a soldier's graduation from State OCS.

# RESERVE OFFICER TRAINING CORPS

## COURSE OVERVIEW:

Army ROTC is a four-year program consisting of the 2-year Basic Course and the 2-year Advanced Course. Individuals may receive credit for the ROTC Basic Course by successfully completing one of the following:

- a. Military Science I and Military Science II (MS I/II) in an approved ROTC program
- b. Leader's Training Course (LTC)
- c. Initial Active Duty Training (IADT), to include both Basic Training (BT) and Advanced Individual Training (AIT)

If otherwise qualified, members of the Army National Guard who have completed IADT or BT are eligible to enter the ROTC Advanced Course. To maintain academic alignment for undergraduate students (freshman - MS I, sophomore - MS II, junior - MS III, senior - MS IV), the ARNG member would normally enter ROTC at the beginning of the junior year in college. Qualified individuals who are enrolled in a graduate program of at least two years in duration may also contract into the ROTC Advanced Course if they have completed the ROTC Basic Course, or equivalent. Army National Guard members who have completed BT or IADT, and are college freshmen or sophomores, may enroll in the ROTC Basic Course (MS I/II) if they choose to do so.

To remain in the Army National Guard while also contracting into the ROTC Advanced Course, the individual must join the Simultaneous Membership Program (SMP). SMP cadets are advanced to the pay grade of E-5 or retain a higher pay grade if previously earned, and serve in the rank of Cadet (CDT). SMP members will not mobilize or deploy with their unit, unless the Secretary of the Army directs they be commissioned. MS II cadets are also eligible to participate in SMP.

Cadets normally attend the 5-week LDAC (Leadership Development Assessment Course) at Fort Lewis, WA at the end of the MS III year and are commissioned at the end of the MS IV year. To be commissioned, the individual must have completed a Baccalaureate, or an Associate's degree in the case of the five Military Junior Colleges (MJC). Those selected for Reserve Forces Duty (RFD) may be commissioned prior to completing the degree as long as they have completed all ROTC course requirements.

## SMP ENROLLMENT PREREQUISITES:

To join or remain in the Army National Guard and contract in the ROTC Advanced Course, the individual must become a Simultaneous Membership Program (SMP) Cadet.

Applicants must meet the following requirements:

- a. Academic: At least 2.0 GPA on a 4.0 scale.
- b. Citizenship: Must be a U.S. citizen to commission.
- c. Medical: Meet standards of Chapter II commissioning physical.
- d. Age: Applicants must be under 27 years of age on day of commissioning. Up to three years may be added on a one-for-one basis for previous active duty service.

## APPLICATION PROCEDURE:

Candidates must apply through the Professor of Military Science (PMS) at a Senior Army ROTC program. SMP application is initiated by the PMS and completed by the National Guard unit commander.

## **APPLICATION PROCEDURE: (Contd.)**

If cadets intend to remain in the Reserve Components upon commissioning, they must sign a Guaranteed Reserve Forces Duty (GRFD) contract and obtain a GRFD control number. Prior to commissioning, cadet may seek approval to revoke the GRFD option and seek Active Duty. However, if a cadet contracts without a GRFD control number, there is no guarantee the individual will be able to remain in the Reserve Components after commissioning.

## **ADDITIONAL INFORMATION:**

SMP billets are authorized up to 4% of combined officer/enlisted unit strength (this is normally averaged out over the state as a whole). However, SMPs assigned to a unit may not exceed 3 per supervising officer.

If the ARNG unit mobilizes, uncontracted members who are in the ROTC Basic Course (MSI/MSII) will mobilize with the unit. Since they are not contracted, these cadets are not SMP.

SMP cadets will NOT mobilize with their unit, but will be transferred to a non-mobilizing unit. Upon unit mobilization, the Secretary of the Army will determine if ROTC cadets (to include SMP) will be commissioned immediately or will continue in pre-commissioning training. If commissioned, the lieutenants who were previously SMP cadets may be directed to mobilize with their units.

## **SCHOLARSHIPS AND MONTGOMERY G.I. BILL:**

Numerous sources of financial assistance are available for those attending ROTC. Check with the State Education Services Officer (ESO), ARNG recruiters and/or the ROTC PMS for more information. Financial assistance applicable to ROTC includes, but is not limited to:

- a. Army ROTC 2-year Reserve Forces Duty Scholarships.
- b. Army ROTC 2-year Dedicated Army National Guard Scholarships (same benefits as above, but participants must serve 8-year military service obligation in the ARNG).
- c. Montgomery G.I. Bill and Kicker payments (up to 36 months).
- d. Federal Tuition Assistance.
- e. State-specific scholarships, loans and tuition assistance of up to 100% tuition and fees.

NGB and States require the cadet to sign a GRFD contract before receiving financial assistance.

# SIMULTANEOUS MEMBERSHIP PROGRAM (SMP)

## Purpose:

Explain basic facts regarding Senior ROTC SMP

## References:

AR 601-210, chap 10, dated 28 Feb 95  
AR 145-1, chap 1.16 and 3.17, dated 23 Jul 96  
AR 140-1, chap 2, dated 1 Sep 94  
NGR 600-1, chap 13, dated 15 Apr 94

## Definition:

SMP is a program in which SROTC (contracted) MS II or advanced course cadets (MSIII/IV) simultaneously serve as members of the ARNG.

## Eligibility/Requirements:

Only MSII's – MSIV may participate in the SMP. Basic course cadets may not participate in the SMP. Enlisted members of the ARNG must participate in the SMP in order to contract as members of SROTC advanced course (MSII's – MSIV).

SROTC cadets who contract (as MS II's or MSIII's) in the advanced course under Guaranteed Reserve Forces Duty (GRFD) must participate in the SMP. This includes all Reserve Forces Duty (RFD) and Dedicated Army National Guard (Ded ARNG) scholarship recipients.

IAW AR 601-210, SROTC cadets who receive SROTC scholarships (other than RFD scholarships) may not participate in SMP unless scholarship is converted to GRFD.

SROTC cadets who contract in the advanced course as non-scholarship, non-GRFD, may participate in SMP, but this is not a requirement.

## Benefits:

SMP cadets serve in ARNG units in the rank of "cadet" and receive drill pay in pay grade E-6 or higher (higher pay grade is commensurate to enlisted rank prior to contracting). Example: ARNG E-6 soldier contracts as MSIII; receives drill pay in pay grade of E-6 while participating in SMP.

SMP cadets receive longevity credit (for period of satisfactory participation in SMP) toward reserve retirement. Example: A cadet serves two years in SMP, serves 18 years (retirement qualifying) in ARNG unit as commissioned officer. This earns a 20-year reserve retirement.

Commissioned officers receive time in service credit for base pay calculation for time served as an SMP member.

SMP cadets receive extra opportunities to learn and practice leadership under supervision of commissioned and non-commissioned officers.



## **Unit Information:**

Units may assign SMP (Simultaneous Membership Program) cadets at the maximum rate of 4% of combined officer/enlisted authorized strength of General Officer Commands (GOCOMs), provided there are no more than 3 SMP cadets per commissioned officer supervisor.

SMP cadets may be assigned to one unit and attached to another.

SMP cadets count as part of the enlisted strength of a unit, although they are considered over-strength and non-deployable assets.

Initial Active Duty for Training (IADT) (Basic Training and Advanced Individual Training) is deferred pending completion of SROTC and commissioning.

## **Mobilization/Call to Active Duty:**

Contracted SMP cadets may not be mobilized and deployed.

Upon partial/full mobilization, by declaration of war or national emergency by Congress, or call to AD of the Selected Reserve by the President, the Secretary of the Army will determine either to commission SMP cadets as lieutenants (at which time they may then be mobilized) or direct continued pre-commissioning training for the cadets. SMP cadets will not be mobilized.

Enlisted members of ARNG who are also taking SROTC basic course (but are not contracted, advanced course members) may not participate in SMP. These soldiers are eligible for mobilization/deployment.

SMP members who do not perform satisfactorily may be removed from the SROTC program and the SMP. These enlisted soldiers will revert to their enlisted contract requirements and may be mobilized/deployed with their units.

## **Necessary Forms for SMP:**

Cadets or enlisted soldiers who contract and become SMP participants must complete selected Cadet Command Forms/contracts as well as ARNG forms. In addition to the forms necessary for contracting, the following form is necessary for SMP participation: NGB Form 594-I (SMP agreement between Cadet Command and ARNG unit).

To ensure service in the ARNG upon commissioning, the SMP cadet must obtain a Guaranteed Reserve Forces Duty (GRFD) control number from Cadet Command and complete Cadet Command Form 202-R (Guaranteed Reserve Forces Duty Non-Scholarship Endorsement) or Cadet Command Form 203-R (Guaranteed Reserve Forces Duty Scholarship Endorsement).

NOTE: If the SMP cadet is a GRFD scholarship recipient, the cadet must sign Cadet Command Form 203-R and participate in the SMP.

# DIRECT COMMISSION

## PROGRAM OVERVIEW:

The intent of the ARNG Direct Commissioning Program is to offer an alternate commissioning source to exceptionally qualified individuals. The ARNG Direct Commissioning Program is not intended to replace or adversely affect Officer Candidate School (OCS) or other commissioning programs. An individual will not request a direct appointment; rather, an individual must be nominated and selected for consideration by the chain of command. The following factors apply when determining whether an individual should be nominated for a direct appointment or should instead attend OCS:

a. An individual whose record exhibits two or more of the following situations should pursue OCS rather than a direct appointment:

- (1) Lack of documented leadership position (completion of Basic Non-Commissioned Officer's Course or higher will substitute).
- (2) Failure to meet Army Physical Fitness test scores of at least 70 points in each event.
- (3) Body fat that is within 2 percent of maximum allowable, in combination with an APFT score of 210 or less.
- (4) Non-Commissioned Officer Evaluation Reports or Academic evaluation reports that do not provide written comments indicating above average accomplishments or address leadership skills.
- (5) Primary military experience in Marines, Navy or Air Force with less than two years served in an ARNG unit.

b. Individuals meeting any one (or more) of the following conditions are not authorized for a direct appointment:

- (1) Individuals currently enrolled in OCS.
- (2) Individuals who were disenrolled, dropped, or resigned from OCS. This includes individuals who attended pre-Phase 1 orientation drills, but dropped prior to the official start of Phase 1.
- (3) Individuals who drop from OCS with the intention of applying for a direct appointment.
- (4) Individuals meeting any of the conditions stated in NGR (AR) 600-100, paragraph 2-8 and 2-9a, b, and d.

## Approval Authority:

Initial approval authority for all direct commissions is NGB-ARH. The State Adjutant General has authority to deny a request prior to NGB consideration. The Federal Recognition Board has final authority.

## Requests:

Requests must include a completed NGB Form 62E with allied documentation. Assemble the packet using tabbed dividers. Do not include extraneous documentation unless specifically requested by NGB-ARH-S. Ensure all documentation remains current if required to resubmit a request which has been returned for correction. (Ask the Unit Administrator for assistance in completing this requirement.)

## Endorsements:

The NGB Form 62E must be staffed through the chain of command. (The unit administrator will ensure this is accomplished.)

## **Recommendations:**

At a minimum, the individual's current Company and Battalion Commander must provide letters recommending the individual for a direct appointment. The letters must contain objective details outlining the traits, actions, skills, experiences, characteristics, training, and education that deem the individual exceptionally qualified to receive a direct appointment instead of being required to complete an OCS program.

## **Minimum Requirements:**

Nominees are expected to have outstanding qualifications that clearly exceed a majority of the minimum requirements stated below:

## **Service Requirement:**

An applicant must have served a minimum of 24 months of active service in any federally recognized unit. Must also have served at least 12 months in an active ARNG unit immediately preceding application.

## **Rank/Prior Training:**

Applicants will possess the minimum grade of E-5; E-4 if a graduate of Primary Leadership Development Course.

## **Age:**

Minimum age is 22 years. Maximum age for appointment is 30. The State Adjutant General may waive up to age 35. NGB may grant an exception to policy prior to age 40.

## **Citizenship:**

Individual must be a United States citizen.

## **Education:**

A certified transcript must be included in the packet as certified proof of the applicant's completion of a Baccalaureate degree from an accredited college or university.

## **Test Scores:**

- (1) The applicant must have an aptitude (GT) score of 110 or higher on the Armed Services Vocational Aptitude Battery.
- (2) ACT/SAT test scores are not required.

## **OCS Enrollment History Statement:**

Individual will sign a certified statement regarding former OCS enrollment and/or attendance (see Figure 7).

## Medical:

1. All direct commission applicants must pass an AR 40-501, Chapter 2 appointment physical prior to submission of the request for direct appointment. The physical must be administered by a Military Entrance Processing Station or Active Duty Medical Treatment Facility.
2. Chapter 2 physicals are valid for 2 years, provided there is no significant change in the individual's medical condition. When the physical is more than one year old, individual must complete DA Form 7349-R, Initial Medical Review Annual Medical Certificate. The form must be screened and approved by the State Surgeon or appointed medical representative.
3. An AR 40-501 Chapter 4 complete physical that has been approved by the United States Army Aero Medical Center; Ft. Rucker, AL, will fulfill Chapter 2 physical requirements.
4. Original DD Form 2807-1, DD Form 2808, DA Form 7349-R, and approved waiver(s) are required inclusions in the request packet. Waivers for disqualifying medical conditions must be applied for and approved by NGB prior to submittal of the request for direct appointment. (If a waiver is required, ask the Unit Administrator for assistance.)

## Body Height/Weight:

Applicants must meet the height/weight standards prescribed in AR 600-9, to include body fat limitations for enrollment and appointment. Certified height and weight statement must be dated within 90 days of application.

## The APFT:

Applicants must pass a standard APFT in accordance with AR 350-41. Certified DA Form 705 must be dated within 9 months of application.

## Security Status:

Applicants must have a minimum of a final Secret Security Clearance on file prior to appointment. All applicants must provide proof that a request for a security clearance investigation has been initiated prior to submittal of request for direct appointment. (Ask the Unit Administrator for assistance in completing this requirement.)

## Vacancy Requirement:

Applicants must have a valid position vacancy. Slotting as excess is not authorized. The NGB Form 62E must indicate paragraph, line number, and branch for which the appointment is requested. Vacancy and intended branch must be compatible. Whenever possible, individual should fill a vacancy outside his/her current unit of assignment.

## Mentor:

In keeping with the Director, Army National Guard's policy on mentoring, each direct commission applicant will be assigned a mentor. Mentors must be OBC qualified and should be assigned outside the chain of command of the individual's new assignment. Mentor assignment will be annotated on a separate memorandum and will include name, rank, unit of assignment, and military education level completed.

## **Rank at Appointment:**

Individuals will not receive a direct appointment into the basic branches above the rank of Second Lieutenant. This includes individuals being appointed from the Warrant Officer ranks.

## **Attendance at OBC:**

Individuals accepting an initial appointment will not be granted constructive credit for OBC. Individuals will be required to attend an OBC within 18 months of appointment. This includes individuals applying for appointment from the Warrant Officer ranks.

## **Commissioned Service Time:**

Individuals applying for initial appointment (through any commissioning source) must be advised that they must complete a minimum of 10 years commissioned service in order to retire at the highest commissioned rank successfully held.

## **Unauthorized Waivers:**

Individuals nominated for a direct appointment are not authorized waivers or exceptions to policy for any of the provisions of NGR (AR) 600-100, paragraph 2-8, or subparagraphs 2-9 a, b, and d.

## **Authorized Waivers:**

All requests for authorized waivers and/or exceptions to policy, regardless of nature, are considered on a case-by-case basis only. Requests must be included in the cover memorandum and must be fully justified. Submittal does not constitute approval. Waivers may be provided on an individual basis and do not constitute precedence for all cases.

## **Approvals:**

Direct appointment requests that are approved must be executed NLT 60 days after the date of NGB's endorsement, or the approval becomes invalid. Certificates of Eligibility are not authorized for individuals approved for direct appointment. Approvals are valid only for the vacancy and branch listed on the NGB Form 62E.

## **AMEDD Applicants:**

Candidates for direct appointment to the AMEDD branches must be processed through the AMEDD Recruiting POC in their State and then through NGB-ASM. These applicants are required to go through a separate DA boarding process at USAREC, Ft. Knox, KY, and are not held to the limiting factors listed for other direct appointment candidates. States are not authorized to appoint officers (under direct appointment) to the AMEDD without prior selection by the DA Board at USAREC.

# COMMISSIONING INCENTIVES

## MONTGOMERY GI BILL COMMISSIONING PROGRAMS KICKER

To provide basic guidance and references for the Montgomery GI Bill - Selective Reserve (MGIB-SR) Commissioning Programs Kicker:

Montgomery GI Bill dated 27 September 1999

1. Effective 1 OCT 1999, Army National Guard (ARNG) Officer Candidate School (OCS) candidates and Simultaneous Membership Program (SMP) cadets who are eligible for the Montgomery GI Bill-Selected Reserve (MGIB-SR) basic benefit are also eligible for the Commissioning Programs Kicker:
2. To receive the Kicker benefit, individual must already be eligible for the MGIB-SR prior to enrolling in either OCS or ROTC.
  - a. State OCS candidates are eligible for the Kicker upon the start of Phase II.
  - b. NGB OCS candidates are eligible for the Kicker upon completion of OCS.
  - c. ROTC recipients are required to sign a Guaranteed Reserve Forces Duty (GRFD) contract to qualify for the Kicker.
3. MGIB-SR and Kicker may be received in addition to any state-specific scholarship or tuition incentive. It may also be received in addition to the ROTC Reserve Forces Duty (RFD) scholarship authorized in 10 USC 2107a.
4. For assistance in determining eligibility, discuss this issue with the Unit Administrator.

### Officer Accession Bonus

Approved FY05, newly commissioned officers into the ARNG are eligible for a \$6,000 Officer Accession Bonus, payable upon completion of OBC. See your Officer Strength Manager for details.

### Continuation of Student Loan Repayment Payment (SLRP)

Members who had enlisted for this program can elect to continue receipt of annual loan payments after commissioning.

# OCS INCENTIVES

## MGIB-SR & MONTHLY DRILL PAY:

BASIC MONTHLY BENEFIT	\$ _____
OCS KICKER	\$ _____
TOTAL GI BILL	\$ _____
DRILL CHECK	\$ _____
TOTAL MONTHLY INCOME	\$ _____

OCS Kicker is payable per month and applicable for 36 months.

## DRILL PAY: (Based on 6 years of service)

E-6 pay for 14 drill weekends and two Annual Training periods:

Weekend Drill - MUTA-5 (Fri PM - Sun)	\$ _____
Annual Training	\$ _____
TOTAL OCS DRILL PAY	\$ _____

## STATE TUITION INCENTIVE: (Depends upon amount and eligibility of State tuition incentive)

### TOTAL OCS INCENTIVE PACKAGE:

GI BILL OCS Kicker	\$ _____	max benefit + Basic GI Bill Benefit
TUITION INCENTIVE	\$ _____	
DRILL PAY	\$ _____	
TOTAL	\$ _____	

## SECOND LIEUTENANT INCENTIVES: (Based on 8 years of service)

OFFICER ACCESSION BONUS (Y/N)	_____
DRILL PAY	\$ _____ annually
ANNUAL TRAINING	\$ _____ annually
TOTAL	\$ _____ annual salary
+ State Tuition	\$ _____
+ GI Bill OCS Kicker	\$ _____ max benefit + Basic GI Bill Benefit
TOTAL INCENTIVE	\$ _____

(Ask the Unit Administrator for assistance in determining the dollar amounts to fill in the blanks above.)

**Figure 4**

# ROTC/SMP INCENTIVES WORKSHEET

## As a College Student and ARNG/ROTC Cadet

### If the Soldier is MOSQ (Military Occupational Specialty Qualified)

MGIB-SR	\$ _____
Kicker	\$ _____
ROTC Cadet Stipend	\$ _____
SMP Drill Pay (E-5)	\$ _____
TOTAL	\$ _____

### If the Soldier is Not MOSQ

Federal Tuition Assistance, up to (100% max = \$4,500/yr)	\$ _____
ROTC Cadet Stipend	\$ _____
SMP Drill Pay (E-5)	\$ _____
TOTAL	\$ _____

### NOTES:

1. State education benefits are in addition to above figures.
2. ARNG ROTC scholarships paying 100% tuition are also available.
3. Guaranteed duty in the ARNG is available upon commissioning.  
(Ask the Unit Administrator for assistance in determining the dollar amounts to fill in the blanks above.)

Figure 5





# APPLICATION FOR COMMISSIONING PROGRAM

## Section I. APPLICANT INFORMATION

To be completed by all unit personnel interested in a commissioning program.

**NAME** (Last, First, Middle): \_\_\_\_\_

**SSN:** \_\_\_\_\_ **UNIT:** \_\_\_\_\_

**RANK:** \_\_\_\_\_ **MOS:** \_\_\_\_\_

**DATE OF BIRTH** (Day, Month, Year): \_\_\_\_\_

**HOME PHONE:** (\_\_\_\_) \_\_\_\_\_ **WORK PHONE:** (\_\_\_\_) \_\_\_\_\_

**OTHER** (Pager, cell phone, e-mail, etc.): \_\_\_\_\_

**MAILING ADDRESS** (Street): \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

## Section II. OCS APPLICANTS

Circle the appropriate answers to the following:

**COURSE APPLYING FOR:**    State                      Accelerated (7 week)                      Federal (14 weeks)

**4-YEAR DEGREE:**    Yes      No                      If No, Total Number of College Credit Hours \_\_\_\_\_

## Section III. DIRECT COMMISSION APPLICANTS

**SERVICE** (Years/months): \_\_\_\_\_    Active Duty \_\_\_\_\_    National Guard \_\_\_\_\_

**Highest Civilian Education:** \_\_\_\_\_

Name/Signature of Unit Commander recommending Direct Commission Application:

Name/Rank: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

Figure 6

# OCS ENROLLMENT AND ATTENDANCE HISTORY

\_\_\_\_\_ I have never been enrolled in or attended OCS in the past.

\_\_\_\_\_ I was previously enrolled in or attended OCS:

a. Date(s) of attendance: Start \_\_\_\_\_ End \_\_\_\_\_

b. I did not complete the course due to (check all that apply and state circumstances):

\_\_\_\_\_ Cadre Request:

\_\_\_\_\_ Failure to pass FRB:

\_\_\_\_\_ Honor Code Violation:

\_\_\_\_\_ Law Violation:

\_\_\_\_\_ Medical Illness or Injury:

\_\_\_\_\_ Involuntarily Disenrolled:

\_\_\_\_\_ Did not desire to complete program:

\_\_\_\_\_ Personal Reasons:

\_\_\_\_\_ Civilian Employment:

\_\_\_\_\_ Other:

Individual Signature/Date

---

Authenticator Signature/Date

---

**Figure 7**

