

DIRECT COMMISSION QUALITY CONTROL CROSS CHECKLIST

		REGION:				
As of 01 OCT 09	Rank / Last, First Name:			OACC	SPMNCO	ARCD
CATEGORY	ITEM	CHECK FOR:	YES/NO/NA	YES/NO/NA	YES/NO/NA	
CHECKLIST	HRC CHECKLIST	Is the HRC checklist properly filled out ?				
DA Form 61		Must included 3 DA Forms 61 (one original and two copies)				
DA Form 61 (Page 1)	Item # 1	(X) Commissioned Officer-Army Reserve				
	Item # 2	Enter AR 135-100				
	Item # 3	Always enter O -1				
	Item # 6	Pick 3 preferences, number 1,2,or 3				
	Item # 7	LAST NAME, FIRST NAME MIDDLE NAME (DOE, JOHN RANDALL)				
	Item # 8	Enter Rank (E-6)				
	Item # 9a	Enter SSN (000-00-0000)				
	Item # 10	Enter MOS (42A20)				
	Item # 11	Enter the total number of years of Active Duty -(This should match section II, block 18 of the 2a and # 27 of DA 61 (Active Duty Time.))				
	Item # 12	Self explanatory				
	Item # 13	Enter the number of dependents under age 18;				
	Item # 14	Enter date of birth as (14 JUN 67).				
	Item # 15	Enter place of birth as: CITY COUNTY STATE (GA)				
	Item # 16	Enter SEX; M-male, F-female.				
	Item # 17	Enter the units complete military address to include the phone number and UIC. SOURCE DOCUMENT 2A AND RESUME				
	Item # 18	Enter complete address of applicant to include phone number, if no phone put NO PHONE. Source document 2A and resume				
	Item # 19	Not required if current mailing address is the same as permanent address. (NA)				
	Item # 20	US Citizen should always be marked YES since you must be a US Citizen to apply.				
	Item # 20a	Enter YES or NO. If naturalized, check no and go to block b.				
	Item # 20b	Self explanatory. (Must match DA FM 2A Sec 1 item 12)				
	Item # 20c	Enter the applicants certificate number showing he/she is a US Citizen, date and address of court must be included. Include Naturalization certificate				
	Item # 21a	Check Yes or No				
	Item # 21b	Enter the Name and Location of High School/School; (GREAT HIGH SCHOOL, ANYWHERE, MI 49503. If GED: UNIV OF GA, ATLANTA, GA 30281)				
	Item # 21c	MOST CURRENT COLLEGE ON TOP. Enter the Name and Location of College or University as; (UNIV OF MI, SMART, MI) if you need more room go to the next line. Each college listed must have a transcript, no internet/web page transcripts and unofficial will be accepted. Can list only the current college attending, if all colleges are rolled up on one transcript.				
	Item # 21c(1)	Enter type of Degree: (B.S., A.S., CERT). If degree has not been earned leave blank.				
	Item # 21c(2)	Enter credits earned.				
	Item # 21c(3)	Enter number of years attended.				
	Item # 21c(4)	Enter the date graduated or will graduate as; (day/month/ year 15 11 2004).				
	Item # 21c(5)	Enter major; if there is no major put (GENERAL). Must match DA FM 2ASEC III 25				
	Item # 22a	Enter the highest level of military school; Should be a NCOES but if none put the highest military school (AIT); Enter as (US ARMY SUPPORT INSTITUTE, FT SILL, OK) Verify this with the DA Form 1059 and Section III block 22 of DA 2A and the DA Form 2-1 block 17.				
Item # 22c	Enter the from month and year to month and year and (X) if completed.(i.e. From 08 03 To 08 03).					

	Item # 24	X the appropriate box			
	Item # 25	Enter X			
	Item # 26	Enter no if applicable and applicant has not had fine over \$250. If yes, include Moral Waiver request, with supporting court documents			
Page 2	Item # 27	Most current on top. Active Military Service; Enter all active military service to include AGR and Mobilized time that produced a DD 214. Do not enter Basic and AIT unless over a year. {a. U.S. ARMY RESERVE (MOBILIZED) or appropriate branch b. 13 JAN 03 c. 15T30 e. E-6/AC (AC = Active Component); E-6/RC (RC=Reserve Component/National Guard)}			
	Item # 28	Most current on top. Enter all Reserve time; This includes ARNG and other Branches of Reserve time.{a. U.S. ARMY RESERVE or appropriate branch b. 13 Jan 03 c. 15T30 e. E-6/RC (RC=Reserve Component/National Guard)}			
	Item # 30	Only list personal awards(e.g. AAM, MSM). Type NONE if no awards			
	Item # 31a,b,c,d,e	Check the appropriate boxes.			
	Item # 32	Answer question; if NO then enter NO if YES Explain.			
	Item # 33	Answer question by putting an X in the appropriate box.			
Page 3	Item # 40a	Enter the complete address of the employer with phone number; If the phone number will not fit put it in the lower left hand corner of block 41 REMARKS.If the applicant is unemployed enter "UNEMPLOYED or STUDENT". If AGR or Active duty, leave blank.			
	Item # 40b	Enter the Job title. (should match 2-1 item 26)			
	Item # 40c	Enter the month (MM) and yr (YYYY) when started and the month (MM) and yr (YYYY) ended or PRESENT. Must have dates for unemployed times.			
	Item # 41	Enter the required PT/HT/WT statement with the Commander's Signature Block. (See Sample Packet) NO DELEGATION OF SIGNATURE AUTHORITY ON APFT STATEMENT. Must be signed by the commander, per DA Pam 601-6 Para 1-4f. THE SOURCE DOCUMENT FOR THIS ENTRY IS THE DA FORM 705; MUST BE CURRENT PT TEST. Must match 2A Sec III ; item 13, 14 & 15. Enlisted Commander add assumption of command order. (If needed include Body Fat Work Sheet) NOT APPLICABLE FOR CIVILIAN.			
	Item # 42	Enter the date and signature of applicant;Ensure this is on or after the date of the PT Test. Original or Digital signature is authorized			
Page 4	DA Form 61 Page 4	DO NOT INCLUDE THIS PAGE IN APPLICATION!!!			
DA 61 Form Supporting Documentation	DA fm 61 Cont. Sheet FM 5500/5501 Naturalization	Include Continuation Sheet of DA Form 61 (if applicable) Include DA FM 5500/5501 (if applicable) Include Naturalization Documents (if applicable)			
Photo	DA Photo	DA Photos are required. They should be done at a military facility. If the Soldier is deployed outside conus - or unit does not supply the Dress uniform, any photo in ACUs will be accepted (No Head-Gear). Check photo; does it look acceptable and do ribbons match block # 9 of DA Form 2-1. CIVILIAN: DRESS CLOTHES (https://www.usmedals.com/ribbontypemini.aspx)			
Letters Of Recommendation	Commanders Letter	Letter MUST come from the applicant's commander. NOT APPLICABLE FOR CIVILIAN. Add assumption of command order (If applicable)			
	Other Letters	Other letters of recommendation are good, however be sure they relate to the applicant's leadership or expertise in the field applying for.			
Waivers	Moral	Moral waivers are approved at HRC St. Louis. Any packet requiring a waiver needs to be at ARCD 60 days prior to the DA Board. See Sample Packet for moral waiver format. (Include court documentation, if no documentation, must so state in waiver request).			
	Age	No Age Waiver up to 41. Age 42 and over: Waiver is sent to DA G1 for approval / disapproval. MUST include Waiver request with packet.			
	Medical	Medical waivers are processed by HRC St Louis, after selection board. Must include request with packet with medical documentation.			
	APFT	APFT waivers are approved by HRC St Louis. Any packet requiring a waiver needs to be at ARCD 60 days prior to the DA Board. Waiver requests must follow sample format and include current DA Form 3349, DA Form 705 and memo from 1st LTC in chain of command. Profile should match Chap 2 physical.			
Employment	Resume	Chronological listing of all civilian employment and degree of responsibility. ***OPTIONAL***			
	Vacancy Load Sheet	Unit Vacancy Load Sheet (see example in sample packet) Must include Unit UIC, Paragraph, Line, Position Number and signed by the commander of gaining unit.			
	Statements	Statement of Reserve Status, Officer Basic Course requirements and Religious Practice, dated and signed.			
	DA Form 3574 or 3575 (as applicable)	Enter AR 135-100 in first paragraph; Make sure bottom of form is filled out and signed. USE THE CORRECT FORM BASED UPON THE APPLICANT'S TIME IN SERVICE. ORIGINAL SIGNATURE			
Education	College Transcripts	Ensure that the transcript supports any prerequisite for education. If a school is listed on the DA Form 61, Item #21c, the transcript should be included. No internet / web page transcripts and Unofficial will be accepted.			
	Special Testing	Official Test Sheet ACT (19) or SAT (850) Can not be over 10 years old. SAT score are taken from 2 subjects: Math and critical Reading.			
	GT- Score	Evidence of a qualifying GT Score of 110 or higher on the ASVAB			

<u>DA Form 2-1 or ERB</u> Item numbers will vary depending upon form date, Current Form May 2008	DA Form 2-1 <i>pen changes are acceptable</i>	Block 1: Is name correct (crosscheck with DA 61)?			
		Block 2: Is SSN correct (crosscheck with DA 61)?			
		Block 5: List Deployments Example: 0805 - 0306 IRAQ; 8; TDY			
		Block 6: Is MOS correct (Should match DA Fm 2A, Sec III, item 1)?			
		Block 8: Is GT score 110 or higher? Must Include test date and place.			
		Block 9: Do Ribbons match DA Photo?			
		Block 17: Is NCOES and other civilian education and military schools correct?			
		Block 18: Is Rank correct?			
		Block 20: Should match 2A Sec II, item 7.			
		Block 22: Must match Chapter 2 physical. Enter HT/WT; date of exam & check Yes or No for glasses			
		Block 23: Place of Birth & Citizenship			
		Block 24: Dependents must be entered.			
		Block 25: Home of Record/Address should match DA Fm 2A item 14.			
	Block 26: Civilian Job info must be filled out; should match block 40- pg3 of DA 61. Include job title, duties performed, and the name of employer. Always check NO for critical occupation.				
	Block 31a or (32a depending on date of form) (10) and 31c or (32c depending on date of form) (9) - Must match Section II item 9 & 10 of DA 2A.				
	Blocks 32 and 33 (33 & 34 depending on date of form): Must be dated and signed by the applicant.				
<u>DA Form 2-1</u>		Block 34 (or 35 depending on date of form): Assignment history cross check against resume and NCOERs			
<u>DA Form 2A</u>	<u>DA Form 2A</u>	Section I; Check blocks 1-8 to ensure sure they are correct.			
		Section II: Check blocks 1,2,4,5,18,20 to ensure they are correct.			
		Section III: Check blocks 1,7,8,9,10 (source document is the Chap 2 physical). Block 13,14,15 should match the DA Form 705 (PT Test). Block 19 should match the Security Memo date. Block 22 should match DA Form 1059.			
		Section IV: block 1 and 2 should match page 1 of DA 61 block 17.			
		Section V: Ensure blocks 3 and 5 are correct.			
		Section VII: Ensure applicant signed and dated form (Must be within 1 year).			
<u>NCOER</u>	<u>NCOER Memo</u>	This memo should only be used for NCOERs that cannot be found; Must reflect the dates and reason for all missing NCOERs and that applicant has exhausted all resources to recover them.			
	<u>NCOERs</u>	Its best to get all required NCOERs from 2X Citizen. By doing this they are stamped as certified copy indicating that they are official records in the Soldier's file.			
	<u>DD 214</u>	Must be readable copy. Include 214 for all periods of active duty.			
<u>Security</u>	<u>Security Letter</u>	JPAS PRINTOUT or, If no clearance must have E-QIP DOC in the packet with 2 fingerprint cards.			
<u>Physical</u>	<u>Chapter 2 Physical</u>	Make sure it is certified true copy. Ensure it is a Chapter 2 commission physical. Must be within 18 months of DA Board Selection. Flight physicals must be stamped by Ft. Rucker Flight Surgeon, 2807-1; Check blocks 1,2,3,5 are filled in, and blocks 6a,b,c. 2808; BLOCK 15a,b,c are checked. Make sure it is marked commission, DAZ, or something that shows it is a Chap 2 Physical. 2808 - Block 74a - Must be checked "is qualified", Block 74b must be filled out completely. Block 81a must be signed by the Physician. Not required for Civilian applicants.			
	<u>DD 368</u>	Required if coming from another component or branch of service.			
<u>Field Board Documentation</u>		Report of proceedings of the Board Officers, Memorandum appointing the boarded DA Form 6224, DA Form 6227, at least 1 board member must be from branch individual is applying, if not a memo must be in the packet explaining why. Not Applicable for reappointment. MUST HAVE ORIGINAL FIELD BOARD DOCUMENTS.			
<u>Bonus</u>	<u>DA 4856 and Bonus Paperwork</u>	Check current SRIP list to confirm eligibility.			
<u>Training</u>	<u>DA Form 1059</u>	Include all DA Forms 1059 from all COURSES/NCOES			
<u>AGR Counseling</u>	<u>DA 4856 / ODC</u>	AGR applicant must have the ODC developmental counseling.			
<u>Officer Accessions CC of credit</u>	<u>Print Name / Signature</u>				
<u>SP MSN NCO</u>	<u>Print Name / Signature</u>				