

**ARMY RESERVE OFFICER DIRECT COMMISSION**  
**(Not later than 12 Months Refrad Reappointment Checklist)**

**REGION:** \_\_\_\_\_

**Applicant Last, First Name:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_ **AOC:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Unit Address:** \_\_\_\_\_

**Applicant is:** USAR TPU \_\_\_ CIVIL \_\_\_ OTHERS \_\_\_

**YES NO**

- |     |     |   |
|-----|-----|---|
| ___ | ___ | DA Form 61 (3 Copies, No Commander signature is required).  |
| ___ | ___ | Copy of Discharge Orders.   |
| ___ | ___ | Officer Evaluation Reports – DA 67-8, (Last two ratings).   |
| ___ | ___ | DD Form 214 for prior active or reserve duty.   |
| ___ | ___ | Refrag Physical within five years.  |
| ___ | ___ | Interim Clearances.   |
| ___ | ___ | Moral Waiver (If necessary).  |
| ___ | ___ | Required an OCAR-RCD vacancy processing sheet with unit UIC, paragraph, position and line number. |

**HRC – STL:**

- No DA board is required, however packet will be sent trough AOC branch.
- Soldier name must be verified and approved on Secretary Army scroll.

**ANCO/ ARCC OF CREDIT:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**I HAVE REVIEWED THIS APPLICATION.**

**SPECIAL MISSION NCO NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DCRO NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DIRECT COMMISSION QUALITY CONTROL CROSS CHECKLIST**

**REGION:**

**Rank / Last, First**

**As of 01 Oct 2008 Name:**

<u>CATEGORY</u>	<u>ITEM</u>	<u>CHECK FOR:</u>	<u>YES/NO/NA</u>	<u>NOTES</u>
<b>CHECKLIST</b>	<b>CHECKLIST</b>	Is the checklist properly filled out ?		
<b>DA Form 61</b>		<b>Must included 3 DA Form 61 (one original and two copies)</b>		
<b>DA Form 61 (Page 1)</b>	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	Self explanatory		
	Item # 8	Enter Rank ( <b>SSG</b> )		
	Item # 9a	Enter SSN ( <b>000-00-0000</b> )		
	Item # 10	Enter MOS ( <b>42A20</b> )		
	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 ( <b>14 JUN 67</b> ).		
	Item # 15	Enter place of birth as: <b>City</b> <b>County</b> <b>State (GA)</b>		
	Item # 16	Enter SEX; M-male, F-female.		
	Item # 17	Enter the units complete military address to include the <b>phone number</b> and <b>UIC. SOURCE DOCUMENT 2A</b>		
	Item # 18	Enter complete address of applicant to include phone number, if no phone put <b>NO PHONE.</b>		
	Item # 19	Not required if current mailing address is the same as permanent address.		
	Item # 20	US Citizen should always be marked YES since you must be a US Citizen to apply.		
	Item # 20a	Enter YES or NO.		
	Item # 20b	Self explanatory.		
	Item # 20c	Enter the applicants certificate number showing he/she is a US Citizen, date and address of court must be included. <b>Include Naturalization certificate</b>		
	Item # 21a	Self explanatory.		
	Item # 21b	Enter the Name and Location of High School; ( Great High School, Anywhere, MI 49503).		
	Item # 21c	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. <b>Each college listed must have a transcript, no internet/web page transcripts accepted, unofficial transcripts accepted, if on college stationary. Can list only the current college attending, if all colleges are rolled up on one transcript.</b>		
	Item # 21c(1)	Enter type of Degree; if no degree 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).			
Item # 22a	Enter the highest level of military school; Should be a NCOES but if none put the highest military school ( <b>AIT</b> ); Enter as (US Army Support Institute, Ft. Sill, OK) <b>Verify this with the DA Form 1059 and Section III block 22 of DA 2A and the DA Form 2-1 block 17.</b>			
Item # 22c	Enter the from month and year to month and year and (X) if completed. ( <i>i.e. From 08 03 To 08 03</i> ).			

Page 2	Item # 24	X the appropriate box		
	Item # 25	Enter X		
	Item # 26	Enter no if applicable and applicant has not had fine over \$250.		
	Item # 27	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. SSG/AC (AC = Actice Component); SSG/RC=Reserve Component/National Guard}		
	Item # 28	Enter all Reserve time; This includes ARNG and other Branches of Reserve time.{a. U.S. Army Reserve (mobilized) or appropriate branch b. 13 Jan 03 c. 15T30 e. SSG/AC (AC = Actice Component); SSG/RC=Reserve Component/National Guard}		
	Item # 30	Only list personal awards(e.g. AAM, MSM).		
	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". If AGR leave blank.		
	Item # 40b	Enter the Job title.		
	Item # 40c	Enter the month and yr when started and the month and yr ended or present.		
	Item # 41	Enter the required PT statement with the Commander's Signature Block. (See Sample Packet) If someone else's signature block is used, ensure that the Commander's Signature Authority Memo is enclosed in the packet; <b>THE SOURCE DOCUMENT FOR THIS ENTRY IS THE DA FORM 705; MUST BE CURRENT PT TEST. NOT APPLICABLE FOR CIVILIAN.</b>		
	Item # 42	Enter the date and signature of applicant; Ensure this is on or after the date of the PT Test. (If needed included Body Fat Work Sheet ) Digital signature is authorized		
Page 4	DA Form 61 Page 4	DO NOT INCLUDE THIS PAGE IN APPLICATION!!!		
Photo	DA Photo	DA Photos are required. They should be done at a military facility. If the Soldier is deployed outside conus - any photo in ACUs will be accepted. Check photo-does it look acceptable and do ribbons match block # 9 of DA Form 2-1. CIVILIAN ( DRESS CLOTHES)		
Letters Of Recommendation	Commanders Letter	Letter MUST come from the applicant's commander. NOT APPLICABLE FOR CIVILIAN.		
	Other Letters	Other letters of recommendation are good but be sure they relate to the applicant's leadership or expertise in the field applying for.		
Waivers	Age	No Age Waiver up to 41. Age 42 and over Waiver are sent to DA G1 for approval / disapproval and Must include Waiver request with packet.		
	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).		
	APFT	APFT waiwers are approved at 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. Profile should match Chap 2 physical.		
	Medical	Medical waivers are processed by HRC St Louis, after selection board. Must include request with packet.		
	Vacancy	Unit Vacancy Statement (see example in sample packet) Must include Unit UIC, Paragraph, Line, Position Number and signed by the commander of gaining unit.		
Employment	Employment	Chronological listing of all civilian employment and degree of responsibility. IS OPTIONAL		
	Statements	Statements 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		
	DA Form 2-1 pen changes are acceptable	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.		

<u>DA Form 2-1 or ERB</u> Item numbers will vary depending upon form date. Current Form May 2008		<b>Block 18:</b> Is Rank correct.		
		<b>Block 20:</b> Should match 2A Sec II, item 7.		
		<b>Block 22:</b> Must match Chapter 2 physical. <b>Enter HT/WT; date of exam &amp; check Yes or No for glasses</b>		
		<b>Block 23:</b> Place of Birth & Citizenship		
		<b>Block 24:</b> Dependents must be entered.		
		<b>Block 25:</b> Home of Record/Address should match DA Fm 2A item 14.		
		<b>Block 26:</b> 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. <b>Always check NO for critical occupation.</b>		
		<b>Block 31a or (32a depending on date of form) (10) and 31c or (32c depending on date of form) (9)</b> - Must match Section II item 9 & 10 of DA 2A.		
		<b>Blocks 32 and 33 (33 &amp; 34 depending on date of form):</b> Must be dated and signed by the applicant.		
<u>DA Form 2-1</u>		<b>Block 34 (or 35 depending on date of form):</b> Assignment history cross check against resume and NCOERs		
<u>DA Form 2A</u>	<u>DA Form 2A</u>	<b>Section I; blocks 1-8</b> make sure they are correct.		
		<b>Section II: Check blocks 1,2,4,5,18,20</b> are correct.		
		<b>Section III: Check blocks 1,7,8,9,10</b> (source document is the Chap 2 physical). <b>Block 13,14,15</b> should match the DA Form 705 (PT Test). <b>Block 19</b> should match the Security Memo date. <b>Block 22</b> should match DA Form 1059.		
		<b>Section IV: block 1 and 2</b> should match page 1 of DA 61 block 17.		
		<b>Section V: Make sure blocks 3 and 5</b> are correct.		
		<b>Section VII:</b> Make sure applicant signed and dated form ( <b>Must be within 1 year</b> ).		
<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>	<b>Its best to get all required NCOERs from 2X Citizen.</b> 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.		
	<u>GT- Score</u>	Evidence of a qualifying score of 110 or higher on the <b>ASVAB (GT Area)</b> <b>This is for civilian and others Armed Forces applicants.</b>		
	<u>Special Testing</u>	Official Test Sheet ACT (19) or SAT (850) <b>Can not be over 10 years old. SAT score are taken from 2 subject Math and critical Reading.</b>		
<u>Education</u>	<u>College Transcripts</u>	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. <b>No internet/web page transcripts accepted. Unofficial student transcripts are accepted on school stationary.</b>		
<u>Security</u>	<u>Security Letter</u>	Security Clearance Letter must be done by RRC Security Manager, JCAVS is acceptable, If no clearance must have <b>E-QIP DOC in the packet.</b>		
<u>Physical</u>	<u>Chapter 2 Physical</u>	<b>Make sure it is certified true copy.</b> Ensure it is a Chapter 2 commission physical. <b>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 commision, 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 completly. Block 81a must be signed by the Physician. Not required for Civilian applicants.</b>		
	<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 board, 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. <b>Not Applicable for reappointment.</b>		
<u>Bonus</u>	<u>DA 4856 and Bonus Paperwork</u>	Check current SRIP list to confirm eligibility.		
<u>Accessions NCO of credit</u>	<u>Print Name / Signature</u>			Date _____
<u>SP MSN NCO</u>	<u>Print Name / Signature</u>			Date _____