



JAGC APPOINTMENT APPLICATION CHECKLIST

(As of March 2009)



JOIN THE NATION'S OLDEST LAW FIRM. As JAG officer, you'll acquire skills that will make you a leader in your field, while giving back to your community and country. You'll receive valuable experience in a wide range of practices that range from military law to international law in the VYARNG Army National Guard. It all starts here.

Documents to be completed and return as documents are completed. *Electronic documents are available upon request or you can download the documents from the [HLARNG/Officer Accession Branch](#) web page under the [DOCUMENTS](#) button on the tool bar or [JAGNET Recruiting Office website](#)*

- _____ 1. Complete Application for Appointment, [NGB Form 62E](#) (Must be typed)

Note 1: Section 1, line 1 & 2 enter 1LT/O1, LA/Judge Advocate General's Corps (27).
Note 2: "Yes" Answers to section 2p, q, or r requires a civil conviction waiver approval before submitting package to Reserve Component Judge Advocate Accessions and Qualification Board.
- _____ 2. A recent photograph of not more than 4"x 6" showing applicant ¾ length (Head and body length above the waist) in professional attire against a natural background. Current members of the Armed Force must submit an official military photo taken within six months of application.
- _____ 3. DA Form 5000-R, Applicant Interview Report. You must arrange an interview with a JAG officer (major or above) from the VYARNG. Call [US O&A/O \[\]](#), URC Joint Force Headquarters- VYARNG, at [\(1 HG 11 11 HU\)](#) to set-up an interview or email him at [a@fa@us.army.mil](#)
- _____ 4. Letter of Acceptance (OSM provides).
- _____ 5. Physical Examination: Chapter II, military commissioning physical must be within 24 months of appointment. Current ARNG officers Chapter III physical is authorized. If not, the following documents are required to schedule applicant for a Chapter II, Commissioning Physical. **NOTE:** Chapter III physicals must include completed HIV & DAT Testing.
 - _____ a. [USMEPCOM Form 680-3E](#), Request Medical Exam (Must be typed)
 - _____ b. [DD Form 2807-2](#), Medical History Report (Must be typed)
 - _____ c. Copies of Actual treatment records for all yes answers showing 100% fit for duty to include lab & x-rays' reports to 5b above.
 - _____ d. [DA Form 5500](#) or [DA Form 5501](#) "Body Fat Content Worksheet", if applicable (OSM provides).
- _____ 6. Submit a signed statement with your age, height, and weight. You must meet the standards of [AR 600-9, Army Weight Control Program](#). If you exceed the height and weight standards, you must submit a DD Form 5500/5501 "Body Fat Percentage Worksheet with your statement.
- _____ 7. Personnel Security Requirement. If you do not have a valid secret clearance you need complete a-e below. (NOTE: If you already have a security clearance, submit a letter from your security manager stating the same.)
 - _____ a. [SF 86, Electronic Questionnaires for Investigations Processing](#) (E-Qip) for National Security Positions. You must read pg 13 if the [E-Qip Handbook](#) before starting.

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- (1) [Certification of completeness and correctness of information by applicant](#)
 - (2) [Authorization for the release of information](#)
 - (3) [Authorization for the release of medical information](#)
 - (4) [Credit Check Authorization](#)
 - b. SF 87, Fingerprint Card (in duplicate), OSM provides.
 - c. [SF 312, Classified Information Nondisclosure Agreement \(OSM provides\)](#).
 - d. [DD Form 369](#), Police Record Check (OSM Provides).
 - e. [Statement of Understanding for Appointment](#) as a commissioned officer prior to award of security clearance (OSM Provides).
8. Statement of Personal Interest (Explain your motivation and desire to serve in the JAGC)
9. Detailed description of legal and Non-legal experience. A resume is sufficient
10. Original, certified transcripts of bachelor degree and law degree with the grading systems. Photostat copies are acceptable for JAG predetermination package, but NOT acceptable for the Federal Recognition Board (FRB).
11. **Recent** statement from the **clerk of highest court of a state** showing admission and current standing before the bar and any disciplinary action. If disciplinary action has been taken against you in any state, explain circumstances in a separate letter and submit with application.
12. Three **recent** letters from lawyers, judges or military officers attesting to your reputation and professional standing.
13. Certified copy of your birth certificate issued by the appropriate state certifying authority (e.g. State Bureau of Vital Statistics).
14. Acknowledgment of Service Requirements, **either a. or b.**
- a. [DA Form 3574](#) (Individuals without prior service or with less than 8 years prior service)
 - b. [DA Form 3575](#) (Individuals with more than 8 years prior service)
15. [Statement of Acknowledgment of Accommodations of Religious Practices](#).
16. [Statement of Understanding for Ineligibility for Retirement](#). (Only if you will not be able to complete 20 years of service by age 60)
17. Request for age waiver. Applicants whose age will equal to or exceed age 33 years on the date of appointment as First Lieutenant must include a letter with your applicant requesting an age waiver. The letter should include positive statements concerning your value to JAGC
18. Request for waiver of military or civilian law criminal proceedings. Submit a statement describing the circumstance and disposition of any arrest charge or disciplinary proceedings.
19. [DD Form 368](#): "Request for Conditional Release". If currently serving in another branch of the armed service or having current enlisted or commission status in the Army/National Guard.

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- _____ 20. [Supplemental Application Statement](#) for Reserve Component Service with the Judge Advocate General's Corps (If you have prior or current service as a member of the Armed Forces).
- _____ 21. [Statement of Eligibility for Current or Former Officers](#) for applicants who are serving or once served as an officer of a Reserve Component of Armed Forces. Note: Former commissioned officers twice passed over for promotion to a higher commissioned grade are not eligible for re-appointment.
- _____ 22. If prior service, Military Service Record. Include your Official Military Personnel File (OMPF) plus DA Form 2-1 or ORB DA Form 4037, and copies of all military evaluations, OERs or NCOERs. Current members of the Army/USAR/ARNG can download their OMPF from your Personnel Electronic Records Management System (iPERMS) at [@.h. ^{ } • @&# { ^ È 3D • D i a s ' a s c a } \[, | \ a * ^ { ^ } d s \]](#)
- _____ a. [SF 180](#), "Request for Military Records". Complete Section I only and sign in Section III only.
 - _____ b. DA Form 2-1 or Officer Record Brief (ORB)
 - _____ c. All OERs or NCOERs. Any missing evaluations a Memo for Record (MFR) will be required.
 - _____ d. All enlistment documents and extensions
 - _____ e. Awards, citations, decorations.
 - _____ f. DA Form 1059s and service school certificates
 - _____ g. ROTC or OCS Certificates
 - _____ h. DA Fm 71/NGB Fm 337, Initial Reserve appointment Letter and oath
 - _____ i. All promotion orders
 - _____ j. RPAS if in the Army National Guard or Air National Guard
 - _____ k. DD Form 214/215/NGB Fm 220

Federal Recognition Board (FRB)/Initial Appointment Documents: Note: After Judge Advocate General (TJAG) approves applicant predetermination package. The applicant must appear before the FRB in person. The FRB is held once a month.

- Social Security Card** copy
- Original, certified transcripts of bachelor degree and law degree.**
- [Military Service Obligation Statement](#): Officer Strength Manager (OSM) provides
- [Statement of Understanding to Complete JAG-Officer Basic Course](#) (OSM provides).
- [SF 1199A](#): "Direct Deposit Sign up Form". Note: Attach a copy of a VOID check, if you do not have your financial institution certified direct deposit document. *Not required for current VYARNG soldiers*
- [DD Form 93](#): "Record of Emergency Data" (Must be type). *Not required for current VYARNG soldiers*

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- SGLV 8286:** "Servicemember's Group Life Insurance" (\$400,000 Life Insurance-Optional) (Must be Typed). *Not required for current VYARNG soldiers*
- Personnel Qualification Record (PQR).** Verify/sign a copy of their PQR. *Only for current VYARNG soldiers*
- Official Military Personnel File Review Form (OMPFRF).** *Only for current VYARNG soldiers*
- Notification to the first Command Sergeant Major (CSM),** in the chain of command that the applicant is going before the FRB for a direct commission. *Only for current enlisted VYARNG soldiers*
- NGB Form 337** "Oath of Office to VYARNG". (OSM provides).
- DA Form 71:** "Oath of Office to U.S.", (OSM provides).

FEDERAL BENEFITS FOR GUARDMEMBERS:

- **TRICARE** (Medical Insurance) - <http://www.tricare.osd.mil/>

TRICARE Web Site is <http://www.tricare.osd.mil/>

- **Education assistant towards your 1st professional degree** (\$4,500.00 yr). Please download the VYARNG "Civilian Education Benefits Student Handbook" at the web page listed below. Then if you have any questions, please call our VYARNG Education Office at 1-800-342-2283.
- **Thrift Saving Plan (TSP):** You can sign up to contribute to the TSP within 60 days of when you join the Army National Guard (ARNG) or during the two Open Seasons each year. If you are a member leaving active duty and joining the ARNG, you may also make TSP elections within 60 days of your change in status. To participate in the TSP by submitting a TSP Election Form (TSP-U-1) www.tsp.gov/uniserv/forms/tsp-u-1.pdf.

Go to TSP website for detail information at <http://www.tsp.gov/index.html>

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- **Guard Recruiting Assistance Program (G-RAP) & Guard Recruiting Assistance Program-Officer (GRAP-O)**. Traditional & retired guardsmen are afforded opportunity to supplement or full-time Recruiting & Retention Force (RRF) and Officer Strength Managers (OSM) by identifying potential new NG members, officers or enlisted soldiers. You must go to the webpage below to register as a Recruiter Assistant (RA). There is a 60 min block of instructions that you must complete to learn the do & don't of the G-RAP/GRAP-O program. Payment to RAs occurs at a one-time payment upon verification of accession into the VZARNG and/or contracting into ROTC/OCS/WOCS against the SIDPERS data base. Commissioned officers or CWO vary on branch from \$2,500 for non-critical officers and warrant officers to \$7,500 for medical doctors. Types of accessions are: Transfer from Active Duty, Direct Commission, IRR, USAR, other military components, etc). Go to the below web site for details and enrollment instructions.

<http://www.guardrcr.com>



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