38G MILITARY GOVERNMENT OFFICER PACKET SUBMISSION INSTRUCTIONS

In this document you will find:

1. Packet Components: Additional detail on each item required for a complete packet
2. Putting Your Packet Together: Specific information on the formatting and methods for submitting your documents
3. Packet Submission: Instructions for submitting your packet

Please read this document in its entirety and follow these instructions as carefully as possible; **errors in packet submission may lead to a delay in processing your packet and/or your exclusion from the panel**. We can provide you feedback on whether your packet is complete and properly constructed prior to final submission. If you would like us to review your packet, please contact us at least 14 days prior to the closing date. If it is less than 14 days prior to the closing date, we cannot guarantee that we can provide feedback by the deadline.

Branch transfer officers should be careful to follow the instructions in the Additional Documents Checklist and submit additional requirements as requested. If applicable, be sure to give yourself enough time to request command memos and other documents from your current unit.

PACKET COMPONENTS

All applicants will submit the following components. All components are required unless expressly labeled as optional:

- **38G Cover Sheet**
- **38G Application**
- **PreScreening Questionnaire**

- **Narrative essay (750 words):** Comparable to a cover letter; this should be a personal statement that can be read and digested rapidly by members of the panel; an overall statement of purpose highlighting your strongest “selling points” and your fundamental motivation for applying to the 38G Military Government Program. Ensure to highlight your work experience and education that aligns with the skill identifier selected in your packet. Essays should be typed; please sign your essay. Do not use a digital signature that “locks” the document.

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- **CV/Resume**: It must include start and end dates with the day, month, and year for work experience and education (i.e., 15 March 2012 – 24 September 2015, rather than 2012-2015); if you do not know the exact date, please estimate using 01 or 15 for the day. Civilian professional work experience is a key aspect of the 38G Direct Commissioning Program. We encourage you to include all relevant work experience.

- **Three Letters of Recommendation**: The panel prefers applicants to submit letters from industry leaders and professionals, that have worked with you or know your civilian work qualifications and abilities. The letters should be addressed to the "Members of the 38G Direct Commissioning Panel" and should comment on your eligibility/potential to become an officer in the U.S. Army. The letters should also include comments on your competence related to the skill identifier listed in your packet. Letters of Recommendation must be signed. Do not submit more than three letters of recommendation; only three letters will be considered.

- **Transcripts and Diplomas**: Transcripts must show cumulative GPA, cumulative hours, type degree conferred, and date degree was conferred. Transcripts will only be accepted if they are legible and utilize American English. We do not need official paper copies of transcripts sent via postal mail. Applicants should scan transcripts for all colleges and universities attended. Transcripts should include the following:

    - Courses attended and grades received
    - Proof of degree conferral
    - Date of degree conferral
    - Grading policy and scale

- **Additional Certifications (Optional):** If you have additional certifications you would like to submit for consideration, you may submit certificates or other proof of achievement.

- **Education and Professional History Summary**: Please summarize your work and education history in the provided form. Instructions are provided on the form as is an example entry. Please ensure you enter dates in the requested format.

If you have prior military service or are currently serving in the US military, please submit the **Additional Documents Checklist** with all applicable documents. Please reach out to us if you have questions about which items apply to you.

PUTTING YOUR PACKET TOGETHER

All documents must be pdf: do not submit images, word documents, or other formats. Please do not combine PDFs unless specifically noted to submit the items in a single document. Do not redact any information; you can use a secure file transfer system to submit your packet and we will redact any personally identifiable information before your packet goes before the panel members.

The file naming convention is as follows:
NUMBER_FILENAME_LastnameFirstname_FirstChoiceSI.pdf

For example: 3_RESUME_SmithAmanda_6R.pdf

Please adhere to the file naming convention provided. **Packets that include non-pdf documents or do not adhere to the file naming convention may be delayed in processing and may be excluded from the panel.**

Documents to submit:

1. **38G Cover Sheet**
   a. 1_COVERSHEET_LastnameFirstname_FirstChoiceSI.pdf
2. **Narrative Essay**
   a. 2_NARRATIVE_LastnameFirstname_FirstChoiceSI.pdf
3. **Resume**
   a. 3_RESUME_LastnameFirstname_FirstChoiceSI.pdf
4. **Letters of Recommendation**
   a. Letters of recommendation should NOT use a digital signature that locks the file. This makes us unable to add it to your packet for presentation to panel.
   b. 4_LOR1_LastnameFirstname_FirstChoiceSI.pdf
   c. 4_LOR2_LastnameFirstname_FirstChoiceSI.pdf
   d. 4_LOR3_LastnameFirstname_FirstChoiceSI.pdf
5. **Transcripts and Diplomas**
   a. Submit your transcripts and diplomas as a single PDF file, combined. Some transcripts will be digitally locked; we can accommodate this for transcripts and diplomas ONLY.
   b. 5_TRANSCRIPTS_LastnameFirstname_FirstChoiceSI.pdf
6. **Additional Certifications (Optional)**
   a. **Please do not submit military course certificates** as additional certifications. Additional Certifications should reflect civilian training that applies to your qualifications in the SI you are applying for.

b. 6_ADDLCERTS_LastnameFirstname_FirstChoiceSI.pdf

7. **Work and Education Summary**
   a. 7_WORKSUMMARY_LastnameFirstname_FirstChoiceSI.pdf
8. **Additional Panel Documents (Optional)**
   a. Mandatory for prior service/current service members Include any applicable documentation for military experience in a single PDF document with the Additional Panel Documents Checklist included. If you need examples of a Volunteer Statement memo or Commander's Memo, please reach out.
   b. 8_MILDOCS_LastnameFirstname_FirstChoiceSI.pdf
9. **Prescreening Questionnaire/Statement of Understanding**
   a. 9_PRESCREENING_SOU_LastnameFirstname_FirstChoiceSI.pdf
10. **Application**
   a. 10_APPLICATION_ LastnameFirstname_FirstChoiceSI.pdf

Do not submit documents that are not listed in this instruction. They will not be submitted for packet consideration.

SUBMITTING YOUR PACKET

Please submit your documents via DOD SAFE secure file transfer.

a. All direct commission applications will be submitted electronically to the 38G Accession inbox at 38GACCESSION.SHDMBX@socom.mil in a single pdf file using the following naming convention (Last Name_Rank_requested SI).

b. Emails larger than 5MB will require the utilization of DoD SAFE (Secure Access File Exchange). Instructions for use are at https://safe.apps.mil/. Applicants will email the 38G Accession inbox at 38GACCESSION.SHDMBX@socom.mil to verify receipt of their application.

c. Applications and additional supporting documentation will not be accepted once the application window has closed. Applicants that do not meet the minimum requirements or submit incomplete packets will have their packets returned without action (RWOA).

d. Once a packet is submitted, additional modifications will not be authorized. Submitted packets will be used to calculate constructive service credit, time in grade, time in service, and the commissioning offer.

e. USAR commissioned officers requesting a branch transfer may do so at any time by submitting a PAR through IPPS-A with all supporting documentation. Instructions can be found on milSuite at https://www.milsuite.mil/book/groups/38g-military-government-specialist-information/overview.