



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.**

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.

Applicants that do not meet the minimum requirements or submit incomplete packets will have their packets returned without action (RWOA). Documents received after the suspense date for the application window will not be accepted. Any application packet that is not complete, as defined in this MILPER, will be returned to candidate, and may result in missing the submission suspense date and not being considered. Submitted packets will be used to calculate constructive service credit, time in grade, and time in service if selected.

All 38G positions reside in the USAR and all selected candidates will be required to transfer to a 38G position in the USAR if selected.



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PACKET COMPONENTS

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

- **Cover Sheet**
- **Panel Application**
- **SA Statement of Understanding (Direct Commission)**
- **Prescreening Questionnaire (Direct Commission)**
- **Narrative Essay (minimum of 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.
- **CV/Resume:** No mandated required format, but it must include the specific days, month, and year worked (i.e. 01 March 2012 – 25 September 2015, rather than 2012-2015). No more than three pages. Professional experience is a key aspect of Direct Commission candidacy, so you are encouraged to include all relevant details.
- **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:** All undergraduate and graduate transcripts must be included and show: school name, all courses attended with grades received, grading policy and scale, cumulative GPA, cumulative hours, degree type conferred, and date degree was conferred. Transcripts will only be accepted if they are legible and utilize American English. All foreign credentials must be evaluated and accredited in accordance with Army Regulation 135-100. Transcripts from the Federated States of Micronesia, Republic of Marshall Islands, Commonwealth of the Northern Mariana Islands, Guam, American Samoa, Canada, Puerto Rico, Virgin Islands, and Department of Defense Dependent School System are evaluated in the same manner as U.S. schools. All college credits from foreign colleges or universities (undergraduate and graduate) must be evaluated by one of the following:



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- A State Board of Education listed in the Accredited Institutions of Post-secondary Education (published by the American Council on Education)
- International Education Research Foundation (P.O. Box 66940, Los Angeles, CA 90066)
- World Education Services, Inc. (Old Chelsea Station, P.O. Box 745, New York, NY 10011)
- International Consultants, Inc. (ICI), of Delaware (107 Barksdale Professional Center, Newark, DE 19711)
- Education Credentials Evaluation, Inc. (P.O. Box 17499, Milwaukee, WI 53217)
- Educational Records Evaluation Service (Senator Hotel Office Building, 1121 L Street, Suite 1000, Sacramento, CA 95814)

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

• **Additional Panel Documents (Optional):** 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. This document is required for all **Branch Transfer** requests.



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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_FirstChoiceSl.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_FirstChoiceSl.pdf

2. Narrative Essay

- a. 2_NARRATIVE_LastnameFirstname_FirstChoiceSl.pdf

3. Resume

- a. 3_RESUME_LastnameFirstname_FirstChoiceSl.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_FirstChoiceSl.pdf
- c. 4_LOR2_LastnameFirstname_FirstChoiceSl.pdf
- d. 4_LOR3_LastnameFirstname_FirstChoiceSl.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_FirstChoiceSl.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.



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b. 6_ADDLCERTS_LastnameFirstname_FirstChoiceSI.pdf

7. Service Availability Statement of Understanding

a. 7_SOU_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. Examples of a Volunteer Statement memo, Commander's position memo, and security clearance verification memo are included in these instructions.
- b. 8_MILDOCS_LastnameFirstname_FirstChoiceSI.pdf

9. Prescreening Questionnaire

a. 9_PRESCREENING_LastnameFirstname_FirstChoiceSI.pdf

10. Panel 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.



38G MILITARY GOVERNMENT OFFICER PACKET SUBMISSION INSTRUCTIONS



SUBMITTING YOUR PACKET

There are currently three options for becoming a Military Government Officer (38G) in the USAR.

1. **Direct Commissioning Program (DCP)**: Civilians, warrant officers (USAR/ARNG), and enlisted Soldiers (USAR/ARNG) will follow the 38G packet submission instructions annotated in the 38G MILPER published by U.S. Army Human Resources Command (HRC). DCP packets will only be accepted during the application submission window dates listed in the MILPER message for upcoming 38G selection panels.
2. **Branch Transfer**: Actively-serving Commissioned Officers (USAR/ARNG) will submit their 38G AOC packets through IPPS-A by submitting a Admin Records Corrections PAR (UDL: 000000000052362) with all supporting documentation at any time during the fiscal year (FY). Branch Transfer panels will be held quarterly during the months of October, January, April, and July.
3. **Reappointment Selection Panel**: Prior-service Commissioned Officers, discharged from any military service, can apply for the USAR Reappointment (REAP) selection panel through the U.S. Army Reserve Careers Group (USARCG). Applicants must email the USARCG Officer Accessions Career Counselor at usarmy.usarc.arcg.mbx.hq-ops-spcmsn-organizational-mailbox@army.mil for additional information regarding the packet requirements and panel dates for the USAR REAP.



Military Government (38G) Panel Cover Sheet



Name (Last, First, MI)

RANK/CIV

Military Status

Date Complete

Requested (first choice) SI

Requested (second choice) SI

Education

Civilian Work Experience

Packet Checklist

Narrative Essay

SA Statement of Understanding

Resume

Prescreening Questionnaire (DAPP)

Three Letters of Recommendation

Additional Certifications

Transcripts and Diplomas

Additional Panel Documents

Panel Application

-----Information to be completed by CA Proponent: -----

CA Proponent Review signature:

Date Reviewed:



Military Government (38G) Panel Application



Name (Last, First, MI):

Social Security Number:

Date of Birth:

Current Age:

Marital Status:

of Dependents:

Email:

Phone Number:

Address:

Gender:

Citizenship:

Details:

How would you describe yourself?

How did you hear about this program?

Have you been convicted of or pleaded no contest to a crime? Y N

If yes, please describe the crime – state nature of crime(s), when and where convicted and disposition of the case.

How do you rate your current health?

Note: Certain conditions may disqualify people from entering military service (e.g., depression, ADHD requiring medication, obesity. Major health issues. Speak with a recruiter early in the application process if you think you may have a disqualifying condition.

Signature:

Date:



DEPARTMENT OF THE ARMY
UNITED STATES ARMY JOHN F. KENNEDY SPECIAL WARFARE CENTER AND SCHOOL
3004 ARDENNES STREET, STOP A
FORT LIBERTY NC 28310-9607

AOJK-CAP

MEMORANDUM FOR Direct Commissioning Program

SUBJECT: Service Availability Statement of Understanding

I understand that I may not be able to complete 20 years qualifying service for retirement purposes under the provisions of 10 USC 12731 and 12732 prior to my mandatory removal from active status under applicable laws and regulations.

Print Name _____

Date _____

Signature _____

Prescreening Questionnaire

(DAPP Worksheet)

1. FULL LEGAL NAME
2. SSN
3. DATE OF BIRTH
4. PLACE OF BIRTH (CITY, COUNTY, STATE, COUNTRY)
5. MARITAL STATUS / # OF DEPENDENTS
6. CITIZENSHIP
7. CURRENT ADDRESS
8. PHONE
9. EMAIL
10. SOCIAL MEDIA
11. SEX AT BIRTH
12. CURRENT SEX
13. HEIGHT
14. WEIGHT
15. EYE COLOR / HAIR COLOR
16. MEDICAL HISTORY (2807-2 AND LS Q'S)
17. TATTOOS AND PIERCINGS
18. LEGAL/MORAL HISTORY
19. PRIOR MILITARY SERVICE (U.S. OR OTHER)
20. EDUCATION / DEGREE(S) / POST GRADUATE PGMS

Prescreening Questionnaire

(DAPP Worksheet)

21. INTERNSHIPS/RESIDENCY/APPRENTICESHIPS

22. CERTIFICATIONS

23. PUBLICATIONS

24. WORK EXPERIENCE

25. VOLUNTEER WORK

26. PERSONAL INTERESTS

Additional Notes



Military Government (38G)

Additional Documents checklist



Name (Last, First, MI)

RANK

Military Status

Prior Service Checklist

All DD214

Current Enlisted/WO Checklist

DA 368 (not applicable if currently in USAR)

All DD214

Branch Transfer Officers (not applicable to enlisted)

Volunteer Statement

Soldier Talent Profile

Security Clearance Verification Memorandum

Commander's Position Memorandum



DEPARTMENT OF THE ARMY

UNIT NAME
UNIT ADDRESS

OFFICE SYMBOL

MEMORANDUM FOR Commander United States Army John F. Kennedy Special Warfare Center and School, ATTN: AOJK-CA, Fort Bragg, NC 28307

SUBJECT: AOC 38G, Military Government, Volunteer Statement

1. I hereby volunteer for branch transfer to AOC 38G, Military Government, under the provisions of AR 140-100. Initials ()
2. I understand that upon selection, it is my responsibility to locate and join a Civil Affairs unit with AOC 38G positions of which I can serve in. Initials ()
3. If I am not a Troop Program Unit (TPU) member of the USAR, I understand that upon selection I will transfer to the USAR as a TPU member. Initials ()

_____ (DATE)

(SIGNATURE)

(NAME TYPED)



UNIT LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR RECORD

SUBJECT: 38G Position Transfer for MAJ Smith, Joe R. (x1234), (POS #, PARA/LINE, Duty Title)

1. The undersigned agrees to slot MAJ Smith in the following 38G position if deemed qualified for 38G:

a. UIC:

b. Para/Line:

c. Duty Title:

2. This agreement is contingent upon the 38G Panel decision and is null and void if MAJ Smith is deemed not qualified.

3. Any questions can be directed to the undersigned at (979)123-4567 or at email.mil@mail.mil.

COMMANDER
SIGNATURE BLOCK



DEPARTMENT OF THE ARMY

UNIT NAME
UNIT ADDRESS

OFFICE SYMBOL

MEMORANDUM FOR RECORD

SUBJECT: Security Clearance Verification

1. This document serves to verify the Security Clearance Status for:

Name:
SSN:
Date of Birth:
Place of Birth:
Investigation:
Date Opened:
Date Closed:
Determined Eligibility of:
Determination date:
Agency:

2. Method of verification:

3. Destroy when superseded or no longer needed.

4. POC is

Signature Block