



# MILITARY GOVERNMENT OFFICER Frequently Asked Questions



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### Helpful References

- Links to helpful references can be found in the order in which they appear in this document

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- Timeline: Packet to Panel
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**Can't find your question? Contact us! 38GACCESSION.SHDMBX@SOCOM.MIL**



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### Applying to the 38G Program

What is the process to be accepted into the program if I am not currently serving in the US Army?

***Note: Members already serving in the US Army must follow the process set forth in the latest MILPER message; a copy can be downloaded from the Army Talent Management page at <https://talent.army.mil/job/civilaffairs-reserve/>.***

The first step is to create your packet for the Military Government Officer (38G) direct commissioning board. Below is a short list of some of the required documents that will need to be included in your packet:

1. Resume (Not a CV). No mandated required format, but it must include the specific months worked (i.e. 15 March 2012 – 25 September 2015, rather than 2012-2015). Professional experience is a key aspect of Direct Commission candidacy, so you are encouraged to include all relevant details.
2. Narrative essay (750 words): This should be a statement that can be read and digested rapidly by members of the board, an overall statement of purpose highlighting what you, as a candidate, think are your strongest “selling points” for Direct Commission and what your fundamental motivation is.
3. Three Letters of Recommendation. The letters should be addressed to the "the members of the 38G Direct Commissioning Board" and should speak to your eligibility to be an Officer in the US Army and your competence relating to the 38G skill identifier you are seeking.
4. Scans of transcripts and diplomas. You must have a Master's Degree or higher. We do not need official sealed paper copies of transcripts sent to us via postal mail. Applicants should scan and send transcripts for all colleges and universities attended. Transcripts must include the following:
  - a. all courses attended and grades received
  - b. proof of degree conferral
  - c. date of degree conferral
  - d. grading policy and scale

After preparing your packet, you will submit it for consideration by a panel of Army Officers who will determine if you are qualified for the 38G program and that your skills currently fulfill an operational priority. The timeline for your packet to go before a panel is typically 6-12 months after you contact 38G Accessions for the first time. A detailed timeline of events can be found in the [Detailed Timelines](#) section of this FAQ.

### **When I examine the detail of my specialty, I don't have experience in every attribute listed, is this a problem?**

No. The functional specialties are relatively broad and most people will have specific experiences within the functional specialty. Each 38G should plan to use not only their personal knowledge but also professional civilian and military networks to provide



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expertise on their functional area. The 38G program is also pursuing institutional partnerships to help support this network of expertise.

### **Where can I read more about Civil Affairs and my specialty in particular?**

A Google search of “Army Civil Affairs” will provide countless articles and other sources of information. If you do begin reading Civil Affairs related articles, you’ll recognize components of your specialty directly or indirectly related. The Army doctrine and official guide for Civil Affairs is [Field Manual \(FM\) 3-57](#). The 18 skill identifiers are detailed in the FM as well as overall Civil Affairs operational details.

### **What kind of physical condition must I be in?**

All candidates must pass a physical exam at a Military Entrance Processing Station (MEPS) to determine their overall health and fitness for service. All candidates must be able to perform and meet the minimum physical fitness criteria as graded by the [Army Combat Fitness Test \(ACFT\)](#). If you are accepted as a 38G candidate by the panel, we recommend reviewing the ACFT requirements and beginning a weekly fitness regimen to ensure you are prepared when you join your unit.

### **Can I change my mind after submitting a packet?**

Yes. Your contract only becomes binding after you have accepted the formal offer of commission which occurs after Human Resources Command has completed processing, security clearance investigation, and medical in-processing. Until this process is complete, which will take some time, a candidate can withdraw from consideration. If you are considering withdrawing, please contact us to discuss your situation.

### **Why didn’t I get accepted?**

In general, the panel is looking for a few specific things:

1. That you meet the minimum qualifications to be a 38G
2. That you are currently employed in a field related to the Skill Identifier (SI) that you are applying for (or if not, that you are working to return to the field)
3. That your experience is aligned with and relevant to the objectives of the 38G program

Successful candidates tend to have “strategic” or “enterprise” level experience. That is, experience in providing leadership across multiple functions with a focus on organizational outcomes. Some SI categories are more competitive than others and receive many more applicants. If you were not selected by the panel, you can apply again in one year. We advise reviewing your resume to ensure it reflects any of your responsibilities that may include policy and organizational leadership. A strong narrative essay is also critical in ensuring the board understands how your career experience and progression have set you up to be an effective 38G Soldier.



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## Upon Acceptance

### **The panel accepted me...what happens next?**

Congratulations! If you've been accepted as a candidate for the 38G program, your journey is just beginning. Once you've been accepted, you will be notified of your acceptance by the Civil Affairs Proponent. You will need to complete your physical exam and apply for and receive a security clearance. Once these things are complete, you'll receive your offer, and it will include the rank at which the Army will commission you. Provided you want to accept the offer, you will take the Oath of Office and then be assigned to a unit. A timeline of this process can be found in the [Detailed Timelines](#) section of this FAQ.

### **How is my rank determined?**

If the panel selects you for commission, your commission can be in the rank of Captain – Colonel based on education, civilian experience, military experience (if applicable) and other certifications. There is a strict calculation called Constructive Service Credit (CSC) that is used for all candidates, which is governed by Civil Affairs Proponent policy and Army regulation such as [Army Directive 2019-27](#) and [DoD Instruction 1312.03](#). Most candidates are commissioned in the ranks of Captain or Major.

### **How long is the commitment?**

Your service obligation after commissioning will be 8 years. The first 6 years of service will be in an active drilling status, where you must attend Battle Assembly each month and an Annual Training each year. Your final 2 years will be in the Individual Ready Reserve (IRR) where it is possible that you could be called up for service, but you will not need to attend trainings. After this initial commitment, you can decide whether to discontinue service or you can serve up until your Mandatory Retirement Date (age 60).

### **What is the pay?**

[Compensation information can be found here.](#)

### **What are the benefits?**

[Benefits information can be found here.](#)

### **What training will I need to attend after I commission?**

Effective 17 May 2024, USARC G1 initial military training (IMT) initiated their new Direct Commission Course (DCC)/Basic Officer Leader Course (BOLC) Enrollment Verification process in IPPS-A and began assigning all officers in need of DCC/BOLC automatically IAW their commissioning date. Newly commissioned officers are required to complete DCC and BOLC within 24 months of being assigned to the USAR.



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1. *Basic Officer Leadership Course A / Direct Commission Course (BOLC A / DCC)*  
DCC is a 6-week course located at Fort Benning, Georgia that trains direct commissioned officers on fundamental skills, establishing a foundation in leadership, physical fitness, mental toughness, and tactical and technical proficiency.
2. *Basic Officer Leadership Course B (BOLC B)*  
The purpose of BOLC B is to provide branch-specific technical and tactical skills for newly commissioned officers. You will learn common core skills that will develop small-unit leadership skills, familiarization with doctrine, and general officership. Due to the lack of a 38G BOLC or CA specific course, all 38G officers are scheduled for the 9-week AMEDD BOLC at Joint Base San Antonio, Texas. The AMEDD BOLC course is the shortest BOLC available to USAR Officers, and therefore affords 38G officers the ability to meet their IMT requirements in the shortest amount of time possible. DCC and BOLC B *must* be completed within 24 months of your commissioning as an Officer.
3. *Civil Affairs Captain's Career Course (CA CCC)*  
CA CCC is a 4-week course located at Fort Bragg, NC that trains officers on Civil Affairs and Military Government-specific competencies and skills. 38G candidates are authorized to attend any CCC, but CA CCC will be the primary option for all officers within USACAPOC(A). In general, most direct commission Officers will need to complete it within 3-5 years of their commissioning to be eligible for promotion to Major. **All 38G candidates will need to complete a CCC to become be eligible for their next promotion, regardless of rank.**

Depending on your entry pathway to the 38G program, you will need to attend all or some of the courses listed above.

### *Direct Commission*

You are required to complete DCC and BOLC B within **24 months** of commissioning into the Army. You should plan to attend CA CCC as soon as possible afterwards. If you are direct commissioned as a Major or above, you will have additional professional military education (PME) requirements (i.e. ILE-CC and ILE-AOC), to be eligible for your first promotion. For more information regarding USAR Officer Career Management, please visit the ARCG web-page at <https://www.usar.army.mil/ARCG/ARCG-CMO/>.

### *Inter-service Transfers*

If you are/were an enlisted service member from the USN, USMC, USAF, or USCG you will follow the direct commission training pathway above per [Army Directive 2019-27](#). If you are a sister service officer seeking transfer to the USAR, please contact us to



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discuss your training requirements. Regardless of your situation, all inter-service transfers should plan on attending IMT/PME if required.

### *Army Branch Transfer Officer*

TPU officers who are interested in branch transfer to AOC 38G must submit an application packet in accordance with the current 38G Branch Transfer instructions found on the 38G Army Talent Management website at <https://talent.army.mil/job/civilaffairs-reserve/>. All 38G officers must enter the AOC through a selection panel.

### **I was already a Commissioned Army Officer but resigned my Commission. Do I have to attend the Direct Commissioning Course?**

Prior-service Commissioned Officers, discharged from any military service, can apply for the USAR Reappointment Selection Panel through U.S. Army Reserve Careers Group (USARCG) at [usarmy.usarc.usarcg.mbx.hq-ops-spcmsn-organizational-mailbox@army.mil](mailto:usarmy.usarc.usarcg.mbx.hq-ops-spcmsn-organizational-mailbox@army.mil).

### **Can I select what unit I serve in?**

Yes, provided that the unit has a position which aligns with your rank and qualifications. Unlike Active Duty, there are not mandatory unit transfers, you can seek out a unit and position that will be best for you personally and professionally. However, if the unit does not have a position for you or you are promoted to a rank higher than the position you are slotted in, it might become necessary for you to transfer to a different unit. At this time there are many empty 38G slots; Commanders are accepting most Officers who want to come to their unit.

**Where are the units that have Military Gov't Officer (38G) positions available?** At present 38G positions are available at every Civil Affairs Battalion, Brigade, and CACOM. These units are in many states and cities across the country. Typically, candidates will opt for an assignment closest to their home of record. However, you can serve in any position for which your rank qualifies you. If you don't have a specific unit you are interested in, we will help you identify a position based on your rank and geographic location.

### **Why is it taking so long?**

It can take 12-24 months to be assigned to a unit after you've been selected by the panel. There's a lot happening in the background; there are many agencies and offices involved in processing your paperwork. Here is a brief synopsis:

Once the panel results have been validated by Headquarters Department of the Army (HQDA) Directorate of Military Personnel Management (DMPM), applicants will be notified of the status of their packet by the Civil Affairs Proponent. In the interim, you will be contacted by a recruiter who will help you with your personnel requirements (i.e. commissioning physical, security clearance, Oath of Office, etc.).





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Your packet will be forwarded to the HQDA, U.S. Army Recruiting Command (USAREC), Army Human Resources Command (HRC), and the Office of the Secretary of Defense (OSD) for approvals and processing along the way. . These personnel requirements can take up to a year to complete. Failure to complete these personnel requirements within this time-frame will result in your disqualification for commission. Only once you have an interim security clearance, have been cleared medically, and your packet has been approved by all the agencies above will you receive your offer to commission.

If you are a branch transfer officer your process will be much shorter. Please contact us if you are experiencing any hurdles in getting a unit transfer or branch transfer completed.

While we help to facilitate all this administrative work, **we cannot control or influence the timeline on which other Army agencies complete their part of the work. Patience is key!** Please help us move this process along by being as responsive as possible when asked for additional information.

## Being in the Army Reserve

### How much will I need to train or work for the Army?

The Army Reserve works on one weekend per month and then trains for an additional two weeks per year. This means that each month you will attend a monthly Battle Assembly (also called a “drill”) and once per year, you will be asked to attend two weeks of training as a unit. Occasionally, there will be a longer (3 or 4 days) Battle Assembly to complete more complex training tasks, but these will be announced well in advance. In addition to the one weekend a month and two weeks a year, 38G recruits that are not already commissioned Officers will be required to attend some mandatory training courses in the first 24 months of their commission. Details can be found in the [Upon Acceptance](#) section under the question “What training will I need to attend after I commission?”

### What if my employer doesn’t want to let me go for all that training?

By law, once you are in the US Army, you will have certain employment protections to attend your military training and do your military service. You should review the [Uniformed Services Employment and Reemployment Rights Act \(USERRA\)](#) to understand your rights and responsibilities as a member of the Army Reserve. Army JAG Officers can provide you additional insight and guidance about these issues as well.

### What does a typical Battle Assembly weekend look like?

Your activity on a Battle Assembly weekend will vary monthly and may be different based on your leadership and initiative. In general, a morning formation will begin at



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0700 to account for all the personnel present and your leadership will put out the plan for the day although a schedule is generally provided to the Soldiers in advance of the weekend. Following formation, your tasks and trainings are completed.

Training for 38Gs will largely be driven by the 38G community and because of the new nature of the branch training ideas are welcome. Recent examples of training include computer simulated war games that simulate internally displaced persons moving across a country and other hostile forces creating civil disruptions that Coalition Forces have to plan to mitigate. There is also a fair amount of administrative work required such as performance evaluations and record updates. Physical fitness tests are conducted twice a year.

Once a year, a weekend will be dedicated to weapons training. Other training may include convoy training, setting up your section organizationally, and case studies of previous conflicts. Each unit is aligned with a geographical Command and updates may be included in a drill bringing Soldiers up to speed on emerging issues. Ideally, you'll take initiative with your fellow 38Gs across the CACOMs and develop your own training plans and learn from each other. This is a rare component of the military where you are encouraged to create your own products, studies, and resources since you are bringing the expertise the Army currently does not possess.

### **How flexible is the timing of training? What if I can't make a drill weekend or training?**

You do not want to consistently miss your unit trainings, but if family or civilian career priorities arise, there is a process to request make up training or be excused from training. The approval of an alternate training plan is at the discretion of your assigned Chain of Command. Some weekends will be easier to make-up than others; for example, a weekend that involves weapons training is difficult to make up because of the access to shooting ranges. You will work with your direct supervisor and Chain of Command to determine when you can miss and make up trainings; each unit and Commander will have their own policies as to what is permissible.

### **Do I eventually have to move units?**

You may need to move units at some points in your career such as if you are promoted and there are no available positions in your unit at the next higher rank. You may also want to move units if you change your geographic location and want to attend Battle Assembly closer to your home of record. Most Army Officers are encouraged to change units every 2-3 years. 38Gs are not required to but can change units if they so desire. There are limited 38G positions available within the US Army Reserves so there are limited units to experience.

### **Will the Army reimburse my travel expenses?**

Most units have a fund available to reimburse Soldiers for up to \$500 in travel expenses per month if you live greater than 150 miles away from the unit. In these cases, the unit





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will generally provide lodging as well. Although reimbursement has been consistent in recent years, this program is unit-dependent and is a privilege, not a right. There have been years when funds have been depleted. In these cases, Officers are responsible for their costs in traveling to/from the unit for Battle Assembly.

Most units also have a lodging-in-kind program for Soldiers who live between 50-150 miles from their unit. In these cases, Soldiers can request lodging for Saturday night if you drive >50 miles and for both Friday and Saturday night if you drive 75-150 miles. Your lodging may be in a military barracks or a local hotel. If you live less than 50 miles from your unit, you are considered to be within “commuting distance” and will not receive lodging or any reimbursement for travel for regular weekend training.

If the Army requires you to travel to a different location for Annual Training or if you are attending a training course (e.g. DCC or BOLC B), you should receive reimbursement for those travel expenses as well as lodging. You will usually receive an additional allowance for meals and incidentals if you are not able to use a military dining facility.

### **Can a 38G Command a unit?**

All Army Officers should expect to take on leadership roles and responsibilities throughout their career. While 38Gs are eligible for command, it is very unlikely that a 38G without prior Command experiences would be selected as a unit Commander. However, if this is something that interests you, you should discuss the possibility with your Chain of Command once you are assigned to your unit.

### **Can I be deployed?**

Yes. Being deployed is always a possibility when serving in the Army Reserves. If you are identified as a deployer, you will have advance notice and there are legal protections to ensure you do not lose your civilian employment. You will also receive additional pay and benefits if deployed. That said, Civil Affairs commands are currently assessing how best to employ the 38G force. A 38G can be a useful resource remotely, which makes them more accessible to subordinate units around the world without requiring deployment.

### **Can a 38G serve on active duty?**

Currently 38G positions are unique to the Army Reserves and there are no positions in the Regular Army. Although this is subject to change in the future the vast majority of 38Gs will always be in the Reserves by the nature of the specialty. A 38G may volunteer for active duty tours. However, interested 38G Officers should also consider that the strength they bring to the force is via their connections with their civilian field and network.



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## Helpful References

1. **Field Manual (FM) 3-57 Civil Affairs Operations**  
[https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB\\_ID=1022687](https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB_ID=1022687)
2. **Army Combat Fitness Test (ACFT)**  
<https://www.army.mil/acft/>
3. **Army Directive (ARMY DIR) 2019-27 Direct Appointment of Officers Up to the Grade of Colonel (Other Than Special Branches)**  
[https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB\\_ID=1007849](https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB_ID=1007849)
4. **DoD Instruction (DODI) 1312.03 Entry Grade Credit for Commissioned Officers and Warrant Officers**  
<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/131203p.pdf?ver=ohmR2CD5y7sUVGRda3iVVw%3d%3d>
5. **Army Compensation Information**  
<https://www.goarmy.com/reserve/benefits/money.html>
6. **Army Benefits Information**  
<https://www.goarmy.com/reserve/benefits.html>
7. **Army Regulation (AR) 350-1 Army Training and Development**  
[https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB\\_ID=1002540](https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB_ID=1002540)
8. **USACAPOC(A) units**  
<https://www.usar.army.mil/Commands/Functional/USACAPOC/USACAPOC-Units/>
9. **Uniformed Services Employment and Reemployment Rights Act (USERRA)**  
<https://www.dol.gov/agencies/vets/programs/userra/USERRA-Pocket-Guide>
10. **38G Talent Management Website**  
<https://talent.army.mil/job/civilaffairs-reserve/>
11. **38G USACAPOC(A) website**  
<https://www.usar.army.mil/Commands/Functional/USACAPOC/38G-Program/>

## Detailed Timelines

See subsequent pages for the following information:

- Timeline: Packet to Panel
- Timeline: Selection to Commission
- Timeline: Direct Commission Training



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## CACOM POCs

Once you receive your DA 71 and your Direct Commission appointment memorandum, please work with USACAPOC(A) G1 and your respective CACOM to receive the following unit information: UIC, paragraph number, line number, and position Number. You are not required to interview for ANY 38G positions within USACAPOC(A).

<b>USACAPOC(A) Subordinate MSU/DRU G-1/S-1 POC List</b>	
<b>38G Team box:</b> <a href="mailto:usarmy.usarc.usacapoc.mbx.38g-program@army.mil">usarmy.usarc.usacapoc.mbx.38g-program@army.mil</a>	
<b>HHC, USACAPOC(A)</b>	
<b><u>Team Inbox</u></b>	<a href="mailto:usarmy.usarc.usacapoc.mbx.personnel-actions-hhc@army.mil">usarmy.usarc.usacapoc.mbx.personnel-actions-hhc@army.mil</a>
<b>350th CACOM</b>	
<b><u>Team Inbox</u></b>	<a href="mailto:usarmy.usarc.usacapoc.mbx.350-cacom-g1@army.mil">usarmy.usarc.usacapoc.mbx.350-cacom-g1@army.mil</a>
<b>351st CACOM</b>	
<b><u>Team Inbox</u></b>	<a href="mailto:usarmy.usarc.usacapoc.list.351-cacom-g1@army.mil">usarmy.usarc.usacapoc.list.351-cacom-g1@army.mil</a>
<b>352d CACOM</b>	
<b><u>Team Inbox</u></b>	<a href="mailto:Usarmy.usarc.usacapoc.list.352-cacom-g1@army.mil">Usarmy.usarc.usacapoc.list.352-cacom-g1@army.mil</a>
<b>353d CACOM</b>	
<b><u>Team Inbox</u></b>	<a href="mailto:usarmy.usarc.usacapoc.list.353-cacom-g1@army.mil">usarmy.usarc.usacapoc.list.353-cacom-g1@army.mil</a>



# Constructive Credit Guidelines

## CONSTRUCTIVE SERVICE CREDIT

- ☐ Academic Credentials: Credit will be awarded for only **one** degree (M.S.-2 yrs or Ph.D.-3 yrs).
- ☐ Work Experience: CSC for relevant work experience is calculated after all relevant academic credit is totaled. **One day of credit may be awarded for every two days** of relevant work experience.
- ☐ CSC Calculation: Relevant education and experience will only be counted **once during the same time period**. Only “**relevant**” work experience at the enterprise or strategic level of employment will be counted within the related field of study.
- ☐ Prior Commissioned Service Credit: Credit will be awarded on a day-to-day basis for any commissioned service as a regular officer or as a reserve officer in an **active status in the field or professional specialty** for which the person is currently being appointed.

Rank	Promotion Phase-In Points/ Requirement for Rank
CPT	4 years - 10 years 5 months
MAJ	10 years 6 months - 16 years 5 months
LTC	16 years 6 months - 21 years 5 month
COL	21 years 6 months and up

**\*\*The amount of CSC that will be credited is final after approval by Headquarters Department of the Army (HQDA) G1\*\***





# Timeline: Selection to Commission

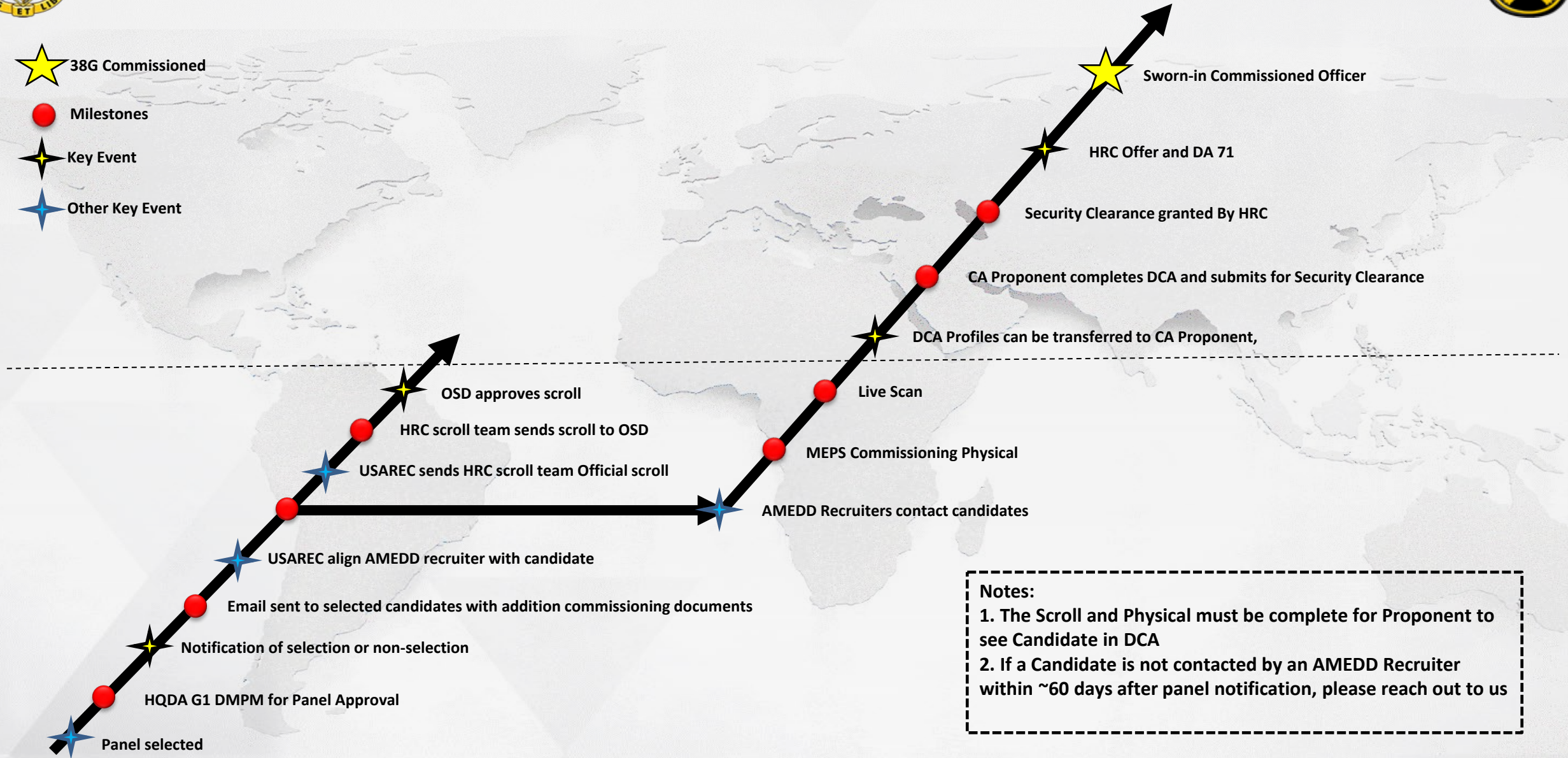


★ 38G Commissioned

● Milestones

★ Key Event

★ Other Key Event



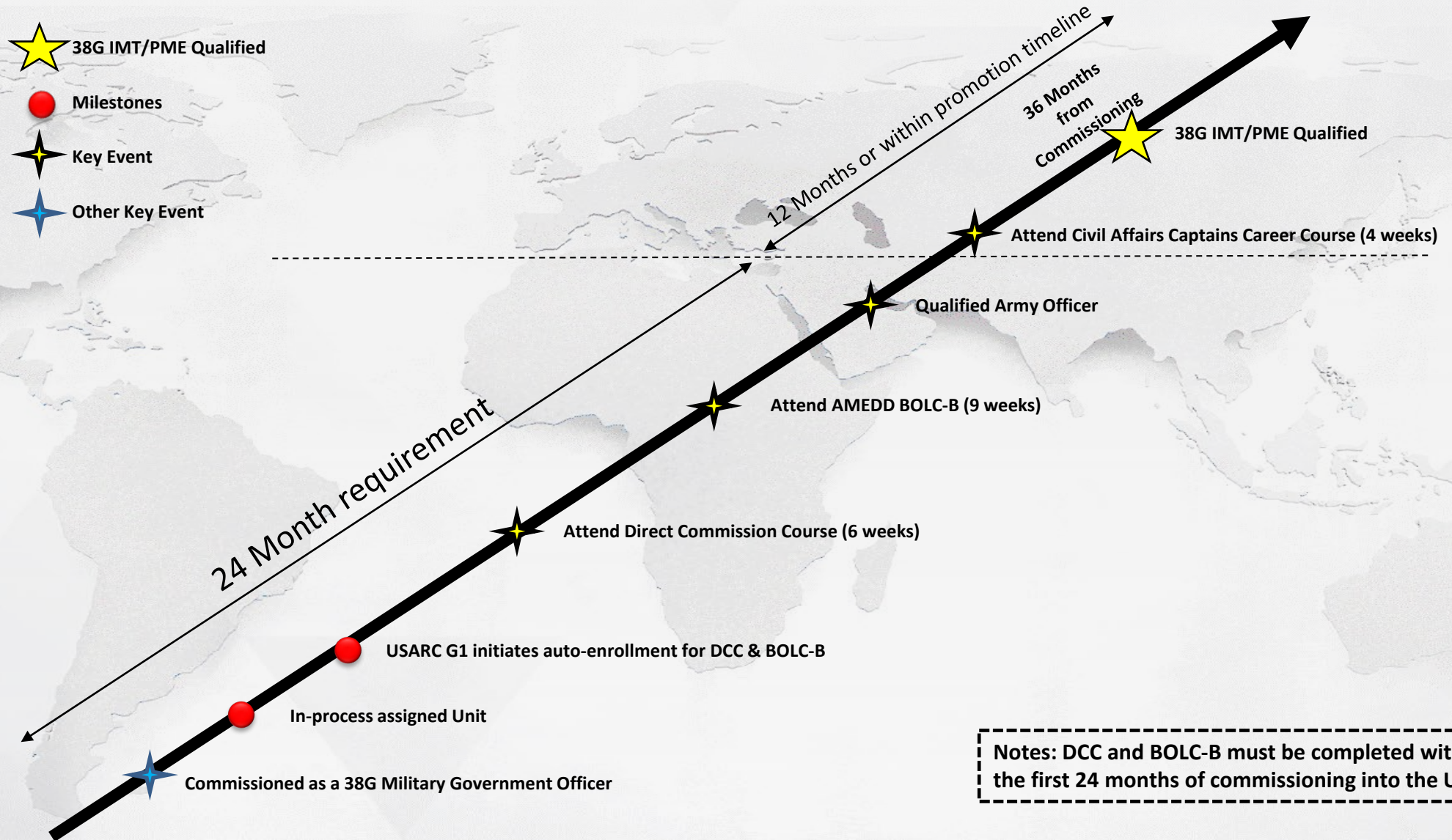
## Notes:

1. The Scroll and Physical must be complete for Proponent to see Candidate in DCA
2. If a Candidate is not contacted by an AMEDD Recruiter within ~60 days after panel notification, please reach out to us





# Timeline: Direct Commission Training Requirements



Notes: DCC and BOLC-B must be completed within the first 24 months of commissioning into the USAR