



USAR (IRR)

Application Checklist

(As of March 2009)



ENHANCE YOUR MILITARY CAREER, WHILE ENRICHING YOUR COMMUNITY IN THE NEW YORK ARMY NATIONAL GUARD (NYARNG)

Documents to be completed and return. Electronic documents are available upon request or you can down load the documents from the [NYARNG/Officer Accession Branch](#) web page under the [DOCUMENTS](#) button on the tool bar.

- [SF 1199A](#)**: “Direct Deposit Sign up Form”. Note: Attach copy of a VOID check, if you do not have your financial institution certified direct deposit document.
- [DD Form 93](#)**: “Record of Emergency Data” (Must be type).
- [SGLV 8286](#)**: “Servicemember’s Group Life Insurance” (\$400,000 Life Insurance-Optional) (Must be Typed).
- [NGB Form 62E](#)**: “Application for Federal Recognition as an Army National Guard Officer”. Original signature required by applicant (Must be typed).

Note 1: Section 1, line 1 & 2 enter grade/rank, two digit branch identifier/whole branch name, follow by AOC. Example: O3/CPT, IN/Infantry (11B).

Note 2: “Yes” Answers to section 2p, q, or r requires a civil conviction waiver approval before being accessed into the GUARD.

- [DD Form 368](#)**: “Request for Conditional Release” (Printed clearly or typed). Also the following statement must be signed in IAW AR 140-11

_____ a. [USAR \(IRR\) Contingent Resignation Statement](#), AMEDD Branched officers only
- [SF 180](#)**: “Request for Military Records”. Complete Section I only, and sign in Section III only. Then return (Printed clearly or typed).
- [NGB Form 60](#)**: “Request for Change from IRR to Appointment in the ARNG” Officer Strength Manager (OSM) provides
- [Military Service Obligation Statement](#)**: Officer Strength Manager (OSM) provides
- [NGB Form 337](#)**: (Oath of Office). Officer Strength Manager (OSM) provides.
- Officer **[Accession/Affiliation \\$10,000.00 Bonus Addendum](#)** (Optional).
- [Military Service Obligation \(MSO\) Reduction Agreement](#)** (Optional).

Request copies of the following documents from your DA-HRC, Personnel Electronic Records Management System (iPERMS) at <https://statepermsompf.hoffman.army.mil/rms/login.jsp> .

- Reserve of the Army **Appointment Order** to 2LT/O1.

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- DA Form 71:** "Oath of Office", that shows RESERVE COMMISSION OFFICER is executed.
- DA Form 1059s:** "Academic Evaluations", for all military courses completed.
- DD Form 214s or DD Form 220s:** "Title 10, Active Duty Time"
- DA Form 2-1 or DA Form 4031:** "Officer Record Brief (ORB)".
- DD Form 2808/2807-1:** "Military Physical & Medical History". NOTE: Must be current within 5 years.
- Highest Army Promotion Order**
- Certified College Transcript from iPERMS.** If not on file in iPERMS, you must submit an original/certified college transcript.
- Certification that your secret clearance has not expired** (E.g., Not older than 10 years). If you do not have a valid secret clearance with the USAR you need complete a-e below. See your OSM.
 - _____ a. SF 86, Electronic Questionnaire for Investigations Processing (E-QIP) must be completed on line. See [E-QIP Steps](#) and [E-QIP Hand Book](#). Note: You must read pg 13.
 - _____ (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.
 - _____ e. [Statement of Understanding for Appointment.](#)
- Awards, Decorations, and Citations **not** listed on your DD Form 214, DA Form 4037, or DA Form 2-1.
- Separation orders for prior Reserve/National Guard time.
- Separation orders from other reserve component (E.g., USMC Reserve, Air Force Reserve, etc.)

REQUEST THE FOLLOWING DOCUMENTS FOR SPECIALITY BRANCHED OFFICERS

- Aeronautical aviation orders for AV branch officers.
- Good standing before the Bar for JAG branch officers
- New ecclesiastical endorsement for Chaplain or Chaplain Candidate branch officers.

NOTE: The ARNG offer the following retention incentives for qualified Chaplains below:

- a. [Chaplain Professional Loan Repayment Program \(CHPLRP\) \\$20,000.00](#)

- Current certification for AMEDD branched officers

NOTE: The ARNG offer the following retention incentives for qualified AMEDD officers below. Only one incentive can be received at a time.

- a. [Special Pay Bonus \\$75K/\\$60K/\\$30K over 3 years](#)
- c. [Healthcare Professional Loan Repayment Program \(HPLRP\) \\$50,000.00](#)
- b. [Specialized Training Assistance Program \(STRAP\). \\$1,907.00 mth](#)

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FEDERAL BENEFITS FOR GUARDMEMBERS:

- **Continuing Medical Education (CMD)**: Healthcare professionals are eligible for one continuing CME each year, up to \$2,500 within the continental U.S. Once on-board in the NYARNG you request orders for CME through SGT Provost, MED CMD, OPS NCO at (518) 272-6377, (518) 270-1522 or email: william.provost@us.army.mil
- **Enhanced TRICARE Reserve Select (TRS) Program** (Health insurance) for reserve component members who are serving in the New York Army National Guard (NYARNG). The NYARNG POC is JFHQs, MNP-MR at (518) 272-4055/6311/3533.

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

The John Warner National Defense Authorization Act for Fiscal Year 2007 (P.L. 109-364), enhanced the TRICARE Reserve Select (TRS) health plan. Under this new TRS health plan, Effective 01 January 2009 the monthly premiums for TRICARE Reserve Select (TRS) member coverage officially dropped by 42 percent, from \$81 to \$47.51. TRS member-and-family coverage dropped 29 percent, from \$253 to \$180.17. Selected Reserve members who are enrolled or eligible to enroll in a health benefit plan under chapter 89 of title 5 U.S.C. Federal Employees Health Benefit Program (FEHBP), IRR and ING Soldiers are excluded from purchasing TRS.

- **Education assistant towards your 1st professional degree** (\$4,500.00 yr). Please download the NYARNG "Civilian Education Benefits Student Handbook" at the web page listed below. Then if you have any questions, please call our NYARNG Education Office at (518) 272-4051/4032/6349.

<http://www.dmna.state.ny.us/education/handbook/handbook.htm>

- **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>

- **Army National Guard Reserve Income Replacement Program (RIRP)**: Mobilized soldier's loss of pay for deployment versus their civilian position. It involves providing limited monthly income replacement payments when the soldier's average monthly civilian income exceeds the total monthly military compensation (TMMC), by more than \$50.00. The law is in effect from 1 August 2006 through 31 December 2009. This program applies to soldiers involuntarily ordered to active duty only.

NEW YORK STATE BENEFITS FOR GUARDMEMBERS: Go to <http://dmna.state.ny.us/index.php> for all Guardmembers state benefits. Some are listed below.

- **New York Army National Guard Fatigue Management IDT Lodging Program** is available to all Soldiers who meet the travel distance criteria and are in any of the following duty statuses: Unit Training Assembly (UTA's), Multiple Training Assemblies (MUTA's), Equivalent Training Assembly (ETA's), Readiness Maintenance Assembly (RMA's), or Readiness Additional Flight Training Period

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(RAFTP's) conducted at Home Station. This program is managed by the State AVN Safety office, MNAV-OS

- **Free hunting and fishing licenses.** Free hunting and fishing licenses may be issued to all Guardmembers. POC: New York State Department of Conservation, Sporting License Help Line at (866) 472-4332 or at www.dec.state.ny.us.
- **Free State Parks pass.** Allows for free Empire Passports for Guardmembers called to federal or state active duty in response to an emergency after "9/11.". Please contact POC: NYS Office of Parks Recreation and Historic Preservation at 518-474-8081 or at www.nysparks.com/passport/ for details.
- **No state Tax on State Active Duty Mission (Home land security missions, emergencies).** New York State Tax is exempt from state income taxation on any state military pay received while serving on any "emergency" state active duty under New York State Military Law. Additional information may be obtained at www.tax.state.ny.us. POC: New York State Department of Taxation and Finance, Personnel Tax Information Center at (800) 225-5829.
- **Reimburses members for SGLV coverage's not other wise reimbursed.** Guardmembers in a Title 10 status, Title 32 status, for reasons other than training and/or State Active Duty (SAD) are eligible for SGLI Reimbursement for SGLI cost. See DMNA Regulation 1-2 for detail guidance.
- **Public employees authorized 30 calendar days paid military leave a year.** Plus, additional supplemental **Military Leave for State Employees call to active duty.** POC: State Agency Human Resource Office / NYS Department of Civil Service, Attendants and Leave Unit at 518-457-2295.
- **Distinctive NG license plates for a one time fee of \$28.00**
- **Guard Recruiting Assistance Program (G-RAP) & Guard Recruiting Assistance Program-Officer (GRAP-O).** Traditional & retired guardsmen are afford opportunity to supplement or full-time Recruiting & Retention Force (RRF) and Officer Strength Managers (OSM) by identify 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 accession into the NYARNG and/or contracting into ROTC/OCS/WOCS against the SIDPERS data base. Commission 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.guardrecruitingassistant.com>

 - **\$2,000 for individual enlisting in the GUARD enlisted ranks**
 - **\$2, 000 for individual commitment to ROTC (SMP)/OCS/WOCS programs**
 - **\$2,500 – \$7,500 for officers/warrant officers accession into ARNG depending on MOS & critical need**

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