



# How to commission into the Washington Army National Guard

Contact the OSM office for follow on questions or to submit documents:

Email: [ng.wa.waarng.list.rrb-osm-basic@army.mil](mailto:ng.wa.waarng.list.rrb-osm-basic@army.mil)

Phone: (253)512-1400



## **The 8 steps to commissioning:**

- 1. Declare intent to commission into the National Guard**
- 2. Submit an application for an LOA**
- 3. Accept the LOA**
- 4. Begin your Commissioning Packet**
- 5. Commission**
- 6. Submit Commissioning packet**
- 7. Attend Rainer Reception**
- 8. Lead in the Washington Army National Guard**



# Once in your junior/MS3 year declare your intent to commission into the National Guard



Basic Officer Leaders Course

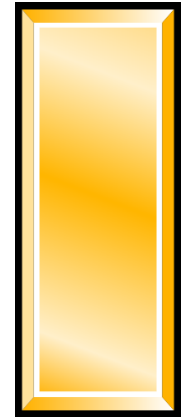
Commission as a 2<sup>nd</sup> Lieutenant after graduation

Freshman Year MSCI 100	Sophomore Year MSCI 200	Junior Year MSCI300	Summer Advance Camp	Senior Year MSCI 400
<ul style="list-style-type: none"> <li>➤ 1 hour Class 2x/week</li> <li>➤ 3 hours PT</li> <li>➤ 2 hours LLAB</li> <li>➤ DoDMERB</li> </ul>	<ul style="list-style-type: none"> <li>➤ 1 hour Class 2x/week</li> <li>➤ 3 hours PT</li> <li>➤ 2 hours LLAB</li> </ul>	<ul style="list-style-type: none"> <li>➤ 1.5 hour Class 2x/week</li> <li>➤ 3 hours PT</li> <li>➤ 2 hours LLAB</li> </ul>	<ul style="list-style-type: none"> <li>➤ 5 week Leadership Evaluation at Fort Knox, Kentucky</li> </ul>	<ul style="list-style-type: none"> <li>➤ 1 hour Class 2x/week</li> <li>➤ 3 hours PT</li> <li>➤ 2 hours LLAB</li> </ul>





# After completing CST contact the OSM office to get an LOA (Letter of Acceptance)



Basic Officer Leaders Course

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Commission as a 2<sup>nd</sup> Lieutenant after graduation





## **The documents needed for the branching board are:**

- **MF 604, application for branching and assignment**
- **AMS (Accessions Management Sheet)**
  - **Provided by cadre**
  - **Available after Advanced Camp (CST)**
- **Proponent predetermination approval (Cyber or Aviation)**
- **Letters of Recommendation optional**



## Branching Board dates:

Branching Board packet due: October 2nd

Branching Board meets: October 31st

Branching Board Results: November 3rd  
(Results given directly to PMS of each ROTC program)

- Documents for your LOA can be submitted after Oct 2nd, prior to the branching boards
  - If the packet is submitted late, you are less likely to receive your one of your top 3 choices



## The documents needed for a Commissioning packet are:

1. NGB Form 62-E Application for Federal Recognition
2. Military Service Obligation (MSO)
3. Civilian Education (Official Transcripts)
4. Commissioning physical – DD 2808 (Provided by cadre)
5. APFT Verification Memo (Provided by cadre)
6. Height/Weight Verification Memo (Provided by cadre)
7. Birth Certificate
8. Social Security Card
9. Marriage Certificate (If applicable)
10. Security Clearance Verification Memo (Provided by cadre/ OSM Office)
11. Approved Waivers (age/civil/medical) (Provided by cadre)
12. ROTC Contract (Provided by cadre)
13. SMP Agreement (if applicable) (Provided by cadre)
14. ROTC Appointment Memo (Provided by cadre)
15. ROTC Discharge Memo (Provided by cadre)
16. Branching Memo from G1 (OSM Office)
17. Branching Memo from OSM (OSM Office)
18. DA 71
19. NGB 337
20. Enlisted Discharge (if SMP) (Provided by cadre)



# Example for 62-E step 1:

**APPLICATION FOR FEDERAL RECOGNITION AS AN ARMY NATIONAL GUARD OFFICER OR WARRANT OFFICER AND APPOINTMENT AS A RESERVE COMMISSIONED OFFICER OR WARRANT OFFICER OF THE ARMY IN THE ARMY NATIONAL GUARD OF THE UNITED STATES**

The proponent agency in ARNG-HRH-R. The prescribing directive is NGR (AR) 600-100 and NGR (AR) 600-101. Handwritten form will not be accepted. Each item must be completed. Annotate "None" where applicable.

**PRIVACY ACT STATEMENT**  
AUTHORITY: Title 32 USC 307, Title 10 USC 10204, Executive Order 9397.  
PURPOSE: To apply for Federal Recognition as an Army National Guard Officer or Warrant Officer, and appointment as a Reserve Commissioned Officer or Warrant Officer of the Army in the Army National Guard of the United States. The original will be maintained in the Soldier's Official Military Personnel File or electronically filed in a DoD approved system. A copy will be maintained by the MILPO for state records. For organizational use only.  
ROUTINE USES: None.  
DISCLOSURE: Voluntary. However, if individual does not provide the information requested by the Board, Federal Recognition may be denied.

FROM: (Last, First, Middle) **DOE, JOHN MOE** DATE: **20130215**  
THRU: (State Adjutant General) **ANYSTATE**  
TO: Chief, National Guard Bureau, Attn: ARNG-HRH-A, 111 South George Mason Drive, Arlington, VA 22204-1382

**SECTION I**  
I hereby apply for the following: (Under the provisions of paragraph and NGR authority) **600-100 (for Officer Grades) 600-101 (for Warrant Grades)**

Federal Recognition as a (Grade and Branch / MOS) **O3/XX**  
 Appointment as a Reserve Officer of the Army in the Army National Guard as a (Grade and Branch / MOS) **O3/XX**  
 Certificate of Eligibility for Federal Recognition in the Army National Guard as a (Grade and Branch / MOS)

**SECTION II**  
In connection with the application, I submit the following information, which I certify to be correct to the best of my knowledge.

1. Permanent Home Address: (Street, City, County, State, Zip)  
**123 MAIN STREET, ANYTOWN, ANYCOUNTY, XX, 00000**

1(a). Phone: (000) 000-0000 1(b). Email Address: **JOE.M.DOE.MIL@MAIL.MIL**

2. Date of Birth: **19750101** Place of Birth: (City, County, State) **ANYTOWN, ANYCOUNTY, XX**

3. Race/Ethnic Group:  American Indian/Alaskan  Asian/Pacific Islander  African American  Caucasian  Hispanic  Other/Unknown

4. Are you a citizen of the United States by birth or naturalization? **BIRTH** (If by naturalization, append evidence, or certification by an officer.)

5. List number and relationship of dependent's: **1**

6. List nearest relative, relationship, and address: **JANE DOE, WIFE**

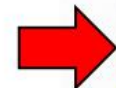
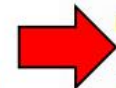
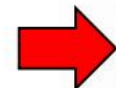
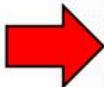
7. Marital Status: (Single, Married, Widowed, Divorced) **MARRIED**

8. List present occupation, years experience, employer name and address: (If self-employed, list business address)  
**N/A for NGB**

9. List additional experience and years of same:  
**N/A for NGB**

10. List any memberships in professional societies:  
**N/A for NGB**

11. List any decorations, citations, and commendations: (Attach copies)  
**N/A for NGB**



12. Are you at present a member of any component of the Armed Forces? (If yes, list grade, branch, component, organization, and aeronautical rating held, if any)  
**YES (i.e. CPT, ACTIVE DUTY ARMY, 101ST ABN DIV)**  
**NO AERONAUTICAL RATING**

13. Have you ever been rejected for military service or appointment as a Commissioned or Warrant officer? (If yes, state when & where rejected and cause.)  
**(if applicable)**

14. Have you ever been separated from the military by reason of reclassification, board action, or have resigned in lieu of reclassification, board action or court martial proceedings? (If yes, give date, place, and details.)  
**(if applicable)**

15. Have you ever been court martialed? (If yes, give date, place, charge, and final disposition.)  
**(if applicable)**

16. Have you ever been arrested or convicted by a civil court for other than minor traffic violations? (If yes, give date, place, charge, and sentence.)  
**(must include fine amounts)**

17. Are you at present receiving a disability allowance, disability retired pay, or pension as a result of military service? (If yes, give details.)  
**(includes severance pay from involuntary separations)**

**SECTION III**

1. High School: (List name of school, city & state, year graduated. If GED completed, attach copy of certificate.)

2. College: (List name of college, city & state, dates attended, and degree program or course attended) (Graduated? Yes or No)  
**list out each college**

3. Service Schools: (List name of school, city & state, dates attended, and course attended) (Graduated? Yes or No)  
**list out relevant service schools and year of graduation (i.e. OCS - Ft \_\_\_\_\_ Grad 2014)**

4. Army Extension Courses: If completed, attach copy of certificate. (List name of school, phase or series number, and course completion date.)  
**N/A for NGB**

This section should not be left blank

Portions that are marked N/A for NGB may be required by state









Lastly Sign here.  
Leave the rest of  
the document as  
it is.

APPLICANT SIGNATURE	
Full Signature:	(Sign All Copies)
ENDORSEMENT	
Endorsement prepared by organization Commander: _____	
Approval recommended. The statements of the applicant have been verified as far as practicable and are considered to be correct.	
His/Her appointment is desired to fill the position of: UIC: _____; Para Line: _____; Position Title: _____;	
Position Authorized Grade: _____	
Signature:	(Sign All Copies)
ENDORSEMENT	
Endorsement prepared by organization Commander: _____	
Approval recommended.	
Signature:	(Sign All Copies)
ENDORSEMENT	
From: The Adjutant General, State of <u>Washington</u>	
To: The President of the Examining Board.	
Appointed by paragraph: <u>JFHQ-SRAA-WA</u> Orders Number: <u>NA</u> Dated: _____	
Headquarters: <u>SRAA-WA</u>	
Address: <u>Cp Murray, WA</u>	
1. It is requested that the applicant be examined under the provisions of Title 32 Section 307 USC, and regulations prescribed thereunder, for the the grade and branch stated in this application.	
2. The statement of the applicant has been verified as far as practicable and are considered to be correct.	
Enclosures: _____	
Signature of State Adjutant General:	(Sign All Copies)
ENDORSEMENT	
The Adjutant General of <u>Washington</u>	
Address: <u>Camp Murray, WA 98430-5000</u>	
The examination of the applicant has been completed with the result stated in the proceedings of the board (NGB Form 89) herewith enclosed.	
Enclosures: _____	
Signature of President of the Board:	(Sign All Copies)



- Physical or digital signature is fine
- Can be completed prior to commissioning

## Example for MSO:

Statement of Understanding of Officer and Warrant Officer Military Statutory and Contractual Service Obligations ARNG-HRH Policy Memorandum #13-023, effective 29 May 2013	
I, the undersigned acknowledge that:	
1. Upon initial appointment as an Officer in the Army National Guard, I am required to remain in an active status in the ARNG for the remainder of my original statutory obligation or two years from the date of my state appointment orders, whichever is later. This two-year period must be served in an active status and will run concurrently with any other obligations previously incurred.	
a. All Soldiers appointed as Officers from the Reserve Officers Training Corps (ROTC) will incur an eight year statutory obligation and a mandatory Ready Reserve participation obligation as identified in Table 2-1, AR 135-91.	
b. Officers appointed in the Army Medical Department (AMEDD):	
i. with no prior service incur an eight year service obligation.	
ii. with prior service, incur a contractual obligation and mandatory MUTA attendance requirement for the remaining portion of their statutory obligation or two years, whichever is later.	
iii. With participation in the Specialized Training Assistance Program (STRAP), retain the original statutory obligation and incur a contractual obligation in accordance with AR 135-91.	
c. All Soldiers receiving a direct appointment under the provisions of NGR 600-00, paragraph 2-11k or NGR 600-101, incur a contractual obligation and mandatory MUTA attendance requirement equivalent to the remaining portion of their statutory obligation or two years, whichever is later.	
d. All active Army and United States Army Reserve (USAR) Officers seeking appointment in the ARNG will incur a contractual obligation equivalent to the remaining portion of their statutory obligation or two years, whichever is later.	
2. As an Officer in the Army National Guard, I incur a contractual obligation and mandatory MUTA attendance requirement if I complete any military funded professional education course (military or civilian). The obligation/training requirement must be served in an active status and will run concurrently with any other obligations previously incurred as follows:	
a. Courses of 1 to 15 days active duty for training – one year	
b. Courses of 16 or more of active duty for training – two years	
c. Acceptance into and completion of an undergraduate pilot training program (i.e. Initial Entry Rotary Wing) – ten years	
d. Acceptance into and completion of the Interservice Physician Assistant Program – six years	
_____ Signature	
_____ Printed Name	
_____ SSN	
_____ Date	



## Civilian education:

- **Must be official university transcripts**
  - **Must say "Official"**
  - **Must have "Degree awarded"**
- **Can take up to 2 weeks to process the request, so order ahead of time if possible or as soon as available.**
- **May require additional fee from the university**



## Ch 2 Physical (DD 2808):

- During your time in ROTC you most likely completed a **Commissioning Physical**
  - They are commonly done during CST
  - Your cadre will have a copy of it if you have completed a physical
- Be sure to check with your cadre to ensure that you have the correct physical on file.
  - The required portions are **Box B and Box C** (as shown in the picture to the right), as well as the Physician's signature at the end.
- If you do not have a commissioning physical on file reach out to the OSM office immediately for help in setting up an appointment as wait times can be long

1. LAST NAME, FIRST NAME, MIDDLE NAME (SUFFIX)		2. SOCIAL SECURITY NUMBER	3. TODAY'S DATE (YY)
4.a. HOME ADDRESS (Street, Apartment No., City, State, and ZIP Code)		5. EXAMINING LOCATION AND ADDRESS (Include ZIP Code)	
b. HOME TELEPHONE (Include Area Code)			
<b>X ALL APPLICABLE BOXES:</b>			7.a. POSITION (Title, Gr)
<b>6.a. SERVICE</b> <input type="checkbox"/> Army <input type="checkbox"/> Navy <input type="checkbox"/> Marine Corps <input type="checkbox"/> Air Force	<input type="checkbox"/> Coast Guard <b>6.b. COMPONENT</b> <input type="checkbox"/> Regular <input type="checkbox"/> Reserve <input checked="" type="checkbox"/> National Guard	<b>6.c. PURPOSE OF EXAMINATION</b> <input type="checkbox"/> Enlistment <input checked="" type="checkbox"/> Commission <input type="checkbox"/> Retention <input type="checkbox"/> Separation	<input type="checkbox"/> Medical Board <input type="checkbox"/> Retirement <input type="checkbox"/> U.S. Service Academy <input type="checkbox"/> ROTC Scholarship Program <input type="checkbox"/> Other (Specify)
			b. USUAL OCCUPATION





# NGB 337

- Physical signature is required
  - Ensure the date listed is the date of your commissioning
- The authentication portion can be filled out by any officer
- Can be turned in prior to commissioning

OATHS OF OFFICE	
The proponent agency is ARNG-HRH IAW G1 POLICY. The prescribing directive is NGR 600-100 and NGR 600-101.	
<small>           AUTHORITY: Title 32 USC Section 308 and 312.            PURPOSE: Used for persons appointed as an officer of the National Guard to subscribe to an appointment oath required by provisions of Title 32 USC Sections 308 and 312.            ROUTINE USES: None.            DISCLOSURE: Voluntary.         </small>	
NATIONAL GUARD OFFICER	
I, (First, Middle, Last Name) _____ do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State (Commonwealth, District, Territory) of _____ against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I will obey the orders of the President of the United States and the Governor of the State (Commonwealth, District, Territory) of _____, that I make this obligation freely, without any mental reservations or purpose of evasion, and that I will well and faithfully discharge the duties of the Office of (Grade) _____ in the Army/Air National Guard of the State (Commonwealth, District, Territory) of _____ upon which I am about to enter, so help me God.	
_____ <i>Signature in Full</i>	
TEMPORARY FEDERAL RECOGNITION	
I, (First, Middle, Last Name) _____ have been granted temporary Federal Recognition in the grade _____ Army/Air National Guard of the state (Commonwealth, District, Territory) of _____ do solemnly swear (or affirm) that during such temporary Federal Recognition I will perform all federal duties as if I had been appointed as a Reserve Officer of the Army/Air Force.	
_____ <i>Signature in Full</i>	
AUTHENTICATION	
Sworn to and subscribed before me at _____ this _____ day of _____, _____.	
_____ Name, Grade, Component or Authorized Official Administering Oath(s)	_____ <i>Signature in Full</i>



# DA 71

- Similar to the NGB 337
- Physical signature is required
  - Ensure the date listed is the date of your commissioning
- The final portion after “SWORN TO AND SUBSCRIBED BEFORE ME AT...” can be signed by any officer.

OATH OF OFFICE - MILITARY PERSONNEL	
For use of this form, see AR 135-100, the proponent agency is ODCSPER	
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>	
<b>AUTHORITY:</b>	5 USC 3331, 552, 552a; 10 USC 10204.
<b>PRINCIPAL PURPOSE:</b>	To create a record of the date of acceptance of appointment.
<b>ROUTINE USES:</b>	Information is used to establish and record the date of acceptance. The SSN is used to identify the member. The date of acceptance of appointment is used in preparing statements of service and computing basic pay date.
<b>DISCLOSURE:</b>	Completion of form is mandatory. Failure to do so will cause the appointment to be invalid.
<b>INSTRUCTIONS</b>	
<p><b>INDICATE THE APPOINTMENT FOR WHICH OATH IS BEING EXECUTED BY PLACING AN "X" IN APPROPRIATE BOX. REGULAR ARMY COMMISSIONED OFFICERS WILL ALSO SPECIFY THE BRANCH OF APPOINTMENT WHEN APPOINTED IN A SPECIAL BRANCH.</b></p> <p>This form will be executed upon acceptance of appointment as an officer in the Army of the United States. Immediately upon receipt of notice of appointment, the appointee will, in case of acceptance of the appointment, return to the agency from which received, the oath of office (on this form) properly filled in, subscribed and attested. In case of non-acceptance, the notice of appointment will be returned to the agency from which received, (by letter) indicating the fact of non-acceptance.</p>	
<b>COMMISSIONED OFFICERS</b>	<b>WARRANT OFFICERS</b>
<input type="checkbox"/> REGULAR ARMY _____ <small>(Branch, when so appointed)</small>	<input type="checkbox"/> REGULAR ARMY
<input type="checkbox"/> ARMY OF THE UNITED STATES, WITHOUT COMPONENT	<input type="checkbox"/> ARMY OF THE UNITED STATES, WITHOUT COMPONENT
<input type="checkbox"/> RESERVE COMMISSIONED OFFICER	<input type="checkbox"/> RESERVE WARRANT OFFICER
<p>I, _____ <small>(First Name, Middle Name, Last Name)</small> _____ <small>(Social Security Number)</small></p> <p>having been appointed an officer in the Army of the United States, as indicated above in the grade of _____ do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic, that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office upon which I am about to enter; SO HELP ME GOD.</p> <p style="text-align: right;">_____ <small>(Signature - full name as shown above)</small></p>	
<p>SWORN TO AND SUBSCRIBED BEFORE ME AT _____</p> <p>THIS _____ DAY OF _____, _____</p> <p style="text-align: center;"><small>(Day) (Month) (Year)</small></p> <p>_____ <small>(Grade, component, or office of official administering oath)</small> _____ <small>(Signature)</small></p>	
<b>FOR THE EXECUTION OF THE OATH OF OFFICE</b>	
<p>1. Whenever any person is elected or appointed to an office of honor or trust under the Government of the United States, he/she is required before entering upon the duties of his/her office, to take and subscribe the oath prescribed by 5 USC 3331.</p> <p>2. 10 USC 626 and 14309 eliminate the necessity of executing oath on promotion of officers.</p> <p>3. The oath of office may be taken before any commissioned officer of any component of any Armed Force, whether or not on active duty (10 USC 1031), or before any commissioned warrant officer when acting as an adjutant, assistant adjutant, acting adjutant, or personnel adjutant in any of the Armed Forces (See UCM,</p>	<p>Article 130; 10 USC 030). A commissioned warrant officer administering the oath of office will show his/her title in the block to the left of his/her signature.</p> <p>4. Oath of office may also be taken before any civil officer who is authorized by the laws of the United States or by the local municipal law to administer oaths, and if so administered by a civil official, the oath must bear the official seal of the person administering the oath, or if a seal is not used by the official, the official's capacity to administer oaths must be certified to under seal by a clerk or court or other proper local official.</p>





## Commissioning Packet Due dates:

- The commissioning packet is expected within 1 month of commissioning
  - Communicate any issues or questions on gathering packet documents as soon as possible.
- The Commissioning packet is critical to in processing your information into IPPS-A and ensuring a smooth transition from Cadet to Lieutenant
- Failure to submit the packet on time can affect your pay, benefits, BOLC dates, and ability to drill within your unit



## Congratulations!

- Once completed and submitted you are fully commissioned and are ready to begin leading in the Washington Army National Guard!
- Following your commission you will then attend Rainer Reception and begin scheduling your BOLC date

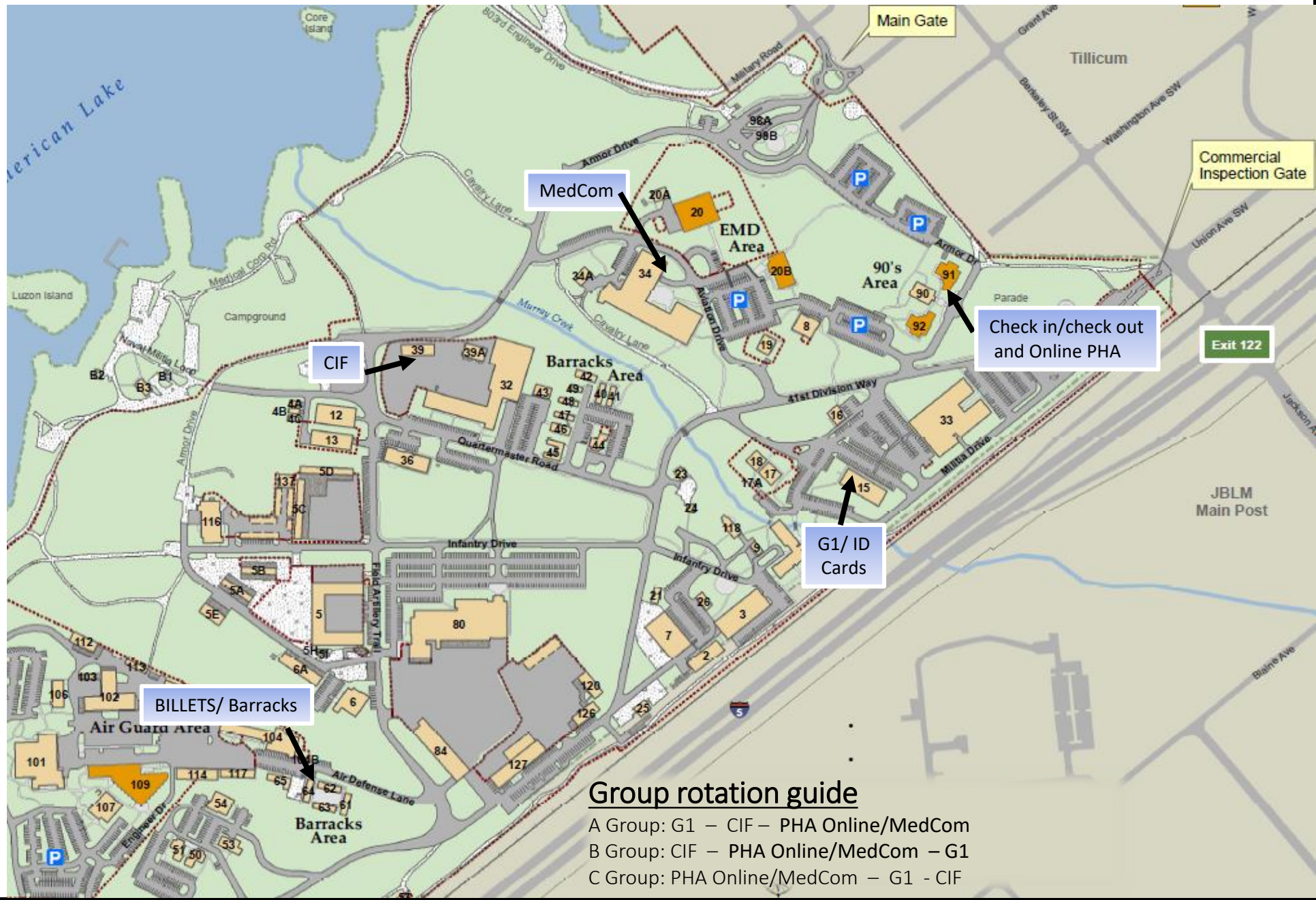


# Rainer Reception

- Rainer Reception will typically be your first drill in the National Guard. They are the first weekend of every month, except June. There is no Rainer Reception in June.
  - You do NOT need to attend if you were in the SMP in Washington state
    - Instead, you will simply begin drilling with your unit upon their next drill. OSM shop will assist in getting a point of contact.
- Location: Camp Murray Washington, near JBLM.
- Prior to attending you will be required to complete a small questionnaire and sizing sheet.
- You will receive all your initial briefs, in-process into Guard systems, and be issued equipment.
- Afterwards you will begin drilling with your unit, while awaiting BOLC.



# RAINIER RECEPTION



## Group rotation guide

- A Group: G1 – CIF – PHA Online/MedCom
- B Group: CIF – PHA Online/MedCom – G1
- C Group: PHA Online/MedCom – G1 - CIF



# Organizing your BOLC date

UNCLASSIFIED

Strength Maintenance Division (HRR) Initial Military Training Section



Mr. James C. Archambault  
BOLC Section Chief  
(703)-607-9936  
james.c.archambault.civ@mail.mil

BOLC Main Contact Number  
Toll Free: 1-800-356-2764  
Option #2 (BOLC)  
Direct: (703) 607-3939

Mrs. Barbara A Williams (Team Lead)  
Career Management Officer  
Managing Branches:  
MP/OD/QM/TC  
Mobile: (571) 263-5235  
barbara.a.williams1.ctr@mail.mil

Mr. Frederick W Ziegler  
Career Management Officer  
Managing Branches:  
AR/AV/IN/MS  
Mobile: (410) 370-8996  
frederick.w.ziegler.ctr@mail.mil

Mrs. Margaret Pickel  
Career Management Officer  
Managing Branches:  
AG/CM/CY/FI/SC  
Mobile: (703) 942-8560 Ext. 162  
mpickel@knowesis-inc.com

Mr. Bragg, Daniel C  
Career Management Officer  
Managing Branches:  
AD/EN/FA/MI  
Mobile: (757) 647-0629  
daniel.c.bragg.ctr@mail.mil

**EFFECTIVE: 5/6/2019**

*The Right Number, Right People, and Right Care equals Personnel Readiness*

- Once you've commissioned you are responsible for coordinating your BOLC date
- From the MOS stated from your LOA reach out to one of the branch managers listed and begin the process of confirming a BOLC date.
  - The earliest you can attend BOLC is 2 months after you commission date
  - Be sure to still use formal communication when contacting the civilian branch managers