



EXAMPLE NGB FORM 62E

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-HRP-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 dependents: **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

NGB 62E, 20130814 (EF) (IMT) (PREVIOUS EDITIONS ARE OBSOLETE.) Page 1 of 5

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

NGB 62E, 20130814 (IMT) Page 2 of 5

This section should not be left blank

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



EXAMPLE NGB FORM 62E

FINAL ENDORSEMENT

From: The Adjutant General, State of _____

To: Chief, National Guard Bureau, Attn: NGB-ARP-C, 111 South George Mason Drive, Arlington, VA 22204-1382

1. It is requested that Federal Recognition be extended to:

JOHN MOE DOE, 000-00-0000, CPT/O3, XX, 02 FEB 2013 (day immediately following release from RA)

(Firstname, middle, lastname, social security number, and appointed grade, branch, & date)

XYZ (Unit) (UIC), Position Name, Para _____, Line _____

(Give specific position and designation of organization assigned to)

per **ORDER # 00-000 did 15 FEB 2013**

(Give designation of issuing office, number, paragraph of order, and order date)

vice **VACANT** who on _____

(Give name only of previous occupant) (Give date position was vacated)

was _____

(State: a. Resignation, b. Transfer, c. Promoted, d. Demoted)

by _____

(State: a. Own application, b. Changes in table of organization, c. Conversion of Unit)

per _____

(Give designation of issuing office, number, paragraph of order, and order date)

Attach copy of order as enclosure.

2. Attach a copy of the order of appointment and completed oath of office (NGB 337) as enclosure.

3. It is further recommended that the request for appointment as a Reserve Officer of the Army National Guard of the United States contained in the basic communication be approved.

Enclosures: *(Enumerate)*

Signature of State Adjutant General: _____ *(Sign All Copies)*

INSTRUCTIONS

In submitting this form, carefully comply with applicable National Guard regulations. This form will be submitted by the applicant through military channels to the State Adjutant General in sufficient copies to ensure that two completed applications and supporting documentation are received by the National Guard Bureau.

This form will be executed by all candidates for examination under the provisions of Title 32 Section 307 USC. When so executed, it serves for the certified statement of the candidate of their personal and military history as prescribed by National Guard Regulations.

The State Adjutant General will, if the application meets with their approval, issue instructions for the candidate to report to the president of the examining board which has been previously appointed by the Army Commander under the provisions of Title 32 Section 307 USC.

The State Adjutant General will forward the application by endorsement thereon, with all pertinent documentation, to the president of the examining board. Candidates may be ordered before the examining board before appointment, but if examined prior to appointment, the candidate should be appointed as soon as practicable after the successful examination has been completed.

The president of the examining board will, upon completion of the examination, forward the application by endorsement thereon, to the State Adjutant General, transmitting therewith the proceedings of the board (NGB Form 89) with all pertinent documentation.

The State Adjutant General will forward the application by endorsement thereon, to the Chief, National Guard Bureau, transmitting therewith the proceedings of the examining board (NGB Form 89) with all pertinent documentation, and any additional attachments as necessary.

NGB 62E, 20130814 (IMT) Page 5 of 5

MUST MATCH ORDERS

