

ALARACT 086/2024

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SUBJ/ALARACT 086/2024 – IMPLEMENTATION OF SUPPLEMENTAL GUIDANCE FOR THE ARMY DIRECT COMMISSIONING PROGRAM FOR OFFICERS UP TO THE GRADE OF COLONEL (OTHER THAN SPECIAL BRANCHES)

THIS ALARACT MESSAGE HAS BEEN TRANSMITTED BY JSP ON BEHALF OF HQDA, DCS, G-1.

1. (U) REFERENCES: MEMORANDUM OF INSTRUCTION, DAPE-MP, SUPPLEMENTAL GUIDANCE FOR THE ARMY DIRECT COMMISSIONING PROGRAM FOR OFFICERS UP TO THE GRADE OF COLONEL (OTHER THAN SPECIAL BRANCHES), 26 JUNE 2024

2. (U) PURPOSE: IN ACCORDANCE WITH POLICY CHANGES CITED IN REFERENCE 1., THIS MESSAGE IMPLEMENTS SUPPLEMENTAL GUIDANCE FOR THE ARMY DIRECT COMMISSIONING PROGRAM (DCP) FOR OFFICERS UP TO THE GRADE OF COLONEL (OTHER THAN SPECIAL BRANCHES). UPDATED POLICY CENTRALIZES AND STANDARDIZES THE ARMY DCP FOR OFFICERS UP TO THE GRADE OF COLONEL (OTHER THAN BASIC BRANCHES AND FUNCTIONAL AREAS) UNDER A PROGRAM MANAGER. ADDITIONALLY, IT WILL ENABLE A MORE EFFICIENT PROCESS AND WELL-MANAGED PROGRAM TO DIRECT COMMISSION (DC) HIGHLY SKILLED OFFICERS AND WARRANT OFFICERS IN ALL BASIC AND FUNCTIONAL AREA BRANCHES TO ACQUIRE WAR-WINNING TALENT WHERE NEEDED THROUGHOUT THE ARMY ENTERPRISE.

3. (U) APPLICABILITY: THIS POLICY APPLIES TO THE REGULAR ARMY, ARMY NATIONAL GUARD (ARNG)/ARMY NATIONAL GUARD OF THE UNITED STATES, AND U.S. ARMY RESERVE (USAR).

4. (U) IMPLEMENTATION: DCP SUPPLEMENTAL GUIDANCE IS IMPLEMENTED AS STATED IN THIS MESSAGE.

4.A. (U) DIRECTORATE OF MILITARY PERSONNEL MANAGEMENT (DMPM). EFFECTIVE IMMEDIATELY, MAINTAIN POLICY OVERSIGHT OF THE DCP, ASSIST WITH AND ENABLE IMPLEMENTATION OF POLICY CHANGES IN ACCORDANCE WITH ATTACHMENT 1, REINSTATE MONTHLY DCP WORKING GROUP, AND CONDUCT REVIEWS WITH ALL KEY STAKEHOLDERS THROUGHOUT THE IMPLEMENTATION PROCESS TO IDENTIFY AND INCORPORATE ANY NECESSARY POLICY AND PROGRAM CHANGES TO ENABLE FULL OPERATIONAL CAPABILITY (FOC).

4.B. (U) U.S. ARMY RECRUITING COMMAND (USAREC).

4.B.1. (U) EFFECTIVE 1 JANUARY 2025, USAREC WILL BECOME THE DC PROGRAM MANAGER TO CENTRALIZE AND STANDARDIZE THE ARMY DCP FOR OFFICERS UP TO THE GRADE OF COLONEL (FOR BASIC AND FUNCTIONAL AREA BRANCHES) (SEE ATTACHMENT 1). IMPLEMENTATION OF THE NEW DIRECT COMMISSIONING GUIDANCE WILL OCCUR IN THREE PHASES: INITIAL OPERATIONAL CAPABILITY (IOC), PROCESS AND ADDITIONAL BRANCH INTEGRATION, AND FOC. THESE THREE PHASES PROVIDE GUIDANCE ON THE PROCESS FOR BASIC BRANCH AND FUNCTIONAL AREA PROPONENTS TO DIRECT COMMISSION OFFICERS INTO THE U.S. ARMY.

4.B.2. (U) PHASE I, IOC. EFFECTIVE 1 JANUARY 2025, USAREC IS IDENTIFIED AS THE DC PROGRAM MANAGER AND BEGINS IMPLEMENTATION OF ATTACHMENT 1 WITH NO MORE THAN TWO TEST BRANCHES, PROVIDING AN IOC TO ALLOW THE ARMY TO CONTINUE MARKETING AND RECRUITING PROSPECTIVE DC APPLICANTS AND PROCESSING CANDIDATE PACKETS. IN COORDINATION WITH DMPM (DAPE-MPA-AP) AND PROPONENTS RESPECTIVELY, USAREC WILL DETERMINE WHICH BRANCHES WILL SERVE AS THE PILOT BRANCHES AND LEVERAGE THE PROGRAM EXECUTION KNOWLEDGE AND BEST BUSINESS PRACTICES OF IDENTIFIED PILOT BRANCHES FOR NECESSARY TRAINING AND STANDARDIZATION DEVELOPMENT.

4.B.3. (U) PHASE II, PROCESS AND ADDITIONAL BRANCH INTEGRATION. BEGINNING 1 APRIL 2025, USAREC WILL BEGIN INTEGRATING ADDITIONAL BRANCHES QUARTERLY (SPECIFIC BRANCHES PER QUARTER WILL BE COORDINATED AND DETERMINED BY USAREC) WITH THE GOAL OF MANAGING THE DCP FOR ALL BASIC AND FUNCTIONAL AREA BRANCHES BY 2ND QUARTER, FISCAL YEAR 2026 (FY26).

4.C. (U) ALL BASIC BRANCH AND FUNCTIONAL AREA PROPONENTS.

4.C.1. (U) EFFECTIVE IMMEDIATELY, RESUME DCP MANAGEMENT FOR YOUR RESPECTIVE PROPONENT, WITHIN THE CONFINES OF ATTACHMENT 1, UNTIL USAREC INTEGRATES YOUR BRANCH (PROPONENT) DURING THE IOC PHASE. IF A PROPONENT CONDUCTS A DC BOARD AFTER 1 JANUARY 2025, THROUGH FOC OF ATTACHMENT 1, BOARD AND APPLICANT EXCEPTIONS TO POLICY (ETPS) AND BOARD RESULTS AND VALIDATION PACKETS WILL BE ROUTED THROUGH USAREC FOR VISIBILITY TO DMPM FOR APPROVAL IN ACCORDANCE WITH ATTACHMENT 1. USAREC WILL ESTABLISH ROUTING CHANNELS AND PROCEDURES.

4.C.2. (U) BE PREPARED TO RECEIVE AND IMPLEMENT USAREC ESTABLISHED STANDARDIZATION GUIDELINES FOR DC PACKETS, WAIVERS AND ETPS, AND BOARD FILES. DCP STANDARDIZATION GUIDELINES AND ADMINISTRATIVE TEMPLATES WILL BE ESTABLISHED BY AND PUBLISHED TO ALL BASIC BRANCH AND FUNCTIONAL AREA PROPONENTS AS ABLE DURING THE IOC PHASE IN ACCORDANCE WITH ATTACHMENT 1.

4.C.3. (U) BE PREPARED TO PROVIDE ASSISTANCE TO USAREC, ARNG, AND USAR WITH PROGRAM EXECUTION AND DEVELOPMENT, WHERE APPLICABLE, THROUGHOUT THE IMPLEMENTATION PROCESS.

4.D. (U) ARNG. EFFECTIVELY IMMEDIATELY, THE ARNG WILL ADOPT AND IMPLEMENT THE GUIDANCE OUTLINED IN ATTACHMENT 1 THAT DIRECTLY APPLIES TO THE ARNG.

4.E. (U) USAR. EFFECTIVELY IMMEDIATELY, THE USAR WILL ADOPT AND IMPLEMENT THE GUIDANCE OUTLINED IN ATTACHMENT 1 THAT DIRECTLY APPLIES TO THE USAR, AND BE PREPARED TO PROVIDE ASSISTANCE TO USAREC WITH PROGRAM EXECUTION AND DEVELOPMENT, WHERE APPLICABLE, THROUGHOUT THE IMPLEMENTATION PROCESS.

4.F. (U) U.S. ARMY TRAINING AND DOCTRINE COMMAND (TRADOC). EFFECTIVELY IMMEDIATELY, TRADOC WILL ADOPT AND IMPLEMENT THE GUIDANCE OUTLINED IN ATTACHMENT 1 THAT DIRECTLY APPLIES TO TRADOC, AND BE PREPARED TO PROVIDE ASSISTANCE TO USAREC WITH PROGRAM EXECUTION AND DEVELOPMENT, WHERE APPLICABLE, THROUGHOUT THE IMPLEMENTATION PROCESS.

4.G. (U) U.S. ARMY HUMAN RESOURCES COMMAND (HRC). EFFECTIVE IMMEDIATELY, HRC WILL ADOPT AND IMPLEMENT THE GUIDANCE OUTLINED IN ATTACHMENT 1 THAT DIRECTLY APPLIES TO HRC, AND BE PREPARED TO PROVIDE ASSISTANCE TO USAREC WITH PROGRAM EXECUTION AND DEVELOPMENT, WHERE APPLICABLE, THROUGHOUT THE IMPLEMENTATION PROCESS.

4.H. (U) ARMY ENTERPRISE MARKETING OFFICE (AEMO). EFFECTIVELY IMMEDIATELY, AEMO WILL ADOPT AND IMPLEMENT THE GUIDANCE OUTLINED IN ATTACHMENT 1 THAT DIRECTLY APPLIES TO AEMO, AND BE PREPARED TO PROVIDE ASSISTANCE TO USAREC WITH PROGRAM EXECUTION AND DEVELOPMENT, WHERE APPLICABLE, THROUGHOUT THE IMPLEMENTATION PROCESS.

5. (U) PHASE III, FOC:

5.A. (U) IMPLEMENTATION OF ATTACHMENT 1 WILL BE AT FOC BY 2ND QUARTER, FY26.

5.B. (U) USAREC MANAGES PROGRAM OVERSIGHT AND EXECUTION OF THE ARMY DCP FOR ALL BRANCHES AND FUNCTIONAL AREAS.

5.C. (U) RESOURCING REQUIREMENTS IDENTIFIED DURING THE IMPLEMENTATION PHASES WILL BE SUBMITTED FOR PROGRAMMING CONSIDERATION IN FUTURE PROGRAM OBJECTIVE MEMORANDUMS TO ENSURE PROGRAM EXECUTION IS SUSTAINABLE AND ADEQUATELY RESOURCED FOR CONTINUOUS REFINEMENT.

5.D. (U) DMPM.

5.D.1. (U) IN COORDINATION WITH DEPUTY CHIEF OF STAFF (DCS), G-1, PROPONENTS AND USAREC WILL IDENTIFY CRITICAL SKILL AND MAJOR MID-GRADE OFFICER STRENGTH GAPS THROUGHOUT THE ARMY, AND PROGRAM TARGETED DC GOALS IN THE FY26 U.S. ARMY ACCESSIONS MISSION LETTER.

5.D.2. (U) WILL BEGIN STAFFING REQUIREMENTS TO PUBLISH FOLLOW ON DCP SUPPLEMENTAL GUIDANCE AS NEEDED AND INCORPORATE DCP POLICY GUIDANCE INTO ARMY REGULATION.

5.E. (U) ARNG DCP POLICY WILL BE UPDATED AND PROGRAM EXECUTION WILL BE AT FOC.

6. (U) THE POINT OF CONTACT FOR THIS ACTION IS OFFICER ACCESSIONS POLICY BRANCH, DMPM, HEADQUARTERS, DEPARTMENT OF THE ARMY, DCS G-1 (DAPE-MPA-AP) AT USARMY.PENTAGON.HQDA-DCS-G-1.LIST.DAPE-MPA-AP@ARMY.MIL.

7. (U) THIS ALARACT MESSAGE EXPIRES ON 9 OCTOBER 2025.

ATTACHMENTS:

1. MEMORANDUM OF INSTRUCTION, DAPE-MP, SUPPLEMENTAL GUIDANCE FOR THE ARMY DIRECT COMMISSIONING PROGRAM FOR OFFICERS UP TO THE GRADE OF COLONEL (OTHER THAN SPECIAL BRANCHES), 26 JUNE 2024



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF G-1
300 ARMY PENTAGON
WASHINGTON DC 20310-0300

DAPE-MP (RN 11)

MEMORANDUM OF INSTRUCTION

SUBJECT: Supplemental Guidance for the Army Direct Commissioning Program for Officers Up to the Grade of Colonel (Other Than Special Branches)

1. References:

- a. Title 10, United States Code, Sections 531-533 (10 U.S.C. 531-533).
- b. Department of Defense Instruction (DoDI) 1310.02 (Original Appointment of Officers), 26 March 2015.
- c. DoDI 1312.03 (Entry Grade Credit for Commissioned Officers and Warrant Officers), 28 December 2018.
- d. Army Regulation 601-100, Appointment of Commissioned and Warrant Officers in the Regular Army.
- e. AR 135-100, Appointment of Commissioned and Warrant Officers of the Army.
- f. Army Regulation 350-1, Army Training and Leader Development.
- g. Department of the Army (DA) Pamphlet (PAM) 600-3 and Smartbook DA PAM 600-3, Officer Talent Management.
- h. Army Directive (AD) 2019-27 (Direct Appointment of Officers Up to the Grade of Colonel (Other Than Special Branches)), 12 September 2019.
- i. Headquarters Department of the Army Execution Order (HQDA EXORD) 098-20 Direct Appointment Initial Operational Capability (IOC), 1 February 2020.
- j. Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA(M&RA)) Memorandum, Subject: Delegation of Authority to Approve Exceptions or Waivers to Army Directive 2019-27 (Direct Appointment of Officers Up to the Grade of Colonel (Other Than Special Branches)), 4 May 2021.
- k. Memorandum of Instruction, DAPE-MP, Direct Commission Selection Board for Officers Up to the Grade of Colonel (Other Than Special Branches), dated 9 February 2021.

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I. Secretary of the Army Memorandum, Subject: Memorandum of Instruction for Board to Evaluate Direct Appointments to a Grade Above Major (Other Than Special Branches), 18 May 2021.

2. Purpose. This memorandum supersedes Memorandum of Instruction - Direct Commission Selection Board for Officers Up to the Grade of Colonel (Other Than Special Branches), dated 9 February 2021 and incorporates revised policy guidance and instructions for the Army Direct Commissioning Program (DCP) for other than special branches, otherwise known as Basic Branch (BB) and Functional Area (FA) Proponents.

3. Applicability. This policy applies to the Regular Army (RA), Army National Guard (ARNG)/Army National Guard of the United States (ARNGUS), and U.S. Army Reserve (USAR).

4. Responsibilities.

a. Directorate Military Personnel Management (DMPM) will:

(1) Maintain policy oversight of the DCP by reviewing statutes, regulations, and policies for consistency with currently published Army DCP guidance (see references a-e and h-l) and update regulations and policies as necessary.

(2) Conduct an annual review of the DCP to identify and incorporate necessary changes to the direct commission application process in coordination with USAREC, identify any additional resource requirements, and record data pertaining to direct commission candidates' utilization and integration into the Army profession.

(3) Conduct Operational Planning Team (OPT) and Working Group (WG) efforts as needed to scope DCP tenets and identify policy and program inefficiencies, gaps, or necessary revision requirements.

(4) Validate and approve direct commission board result packets.

b. United States Army Recruiting Command (USAREC) will:

(1) Establish and resource a Direct Commission Program Management Office that will:

(a) Manage, execute, and sustain the DCP for the Regular Army (RA) and U.S. Army Reserve (USAR).

(b) ICW DMPM, standardize a DCP checklist, application, administrative packet, waiver requests, and board process and packet requirements.

(c) Ensure all basic branch and functional area proponents develop and provide a current Constructive Service Credit (CSC) Guideline Memorandum, for entry grade determination, within 90 days of the date of this memorandum and update, or validate, annually at a minimum, or as needed. All proponent CSC Guidelines must be IAW Enclosure 3 of this memorandum and references a and c, receive written legal review, and be approved by USAREC before publication.

(d) ICW basic branch and functional area proponents, coordinate, facilitate, and appoint quarterly direct commission boards based on board guidance outlined within this memorandum; ensure proponents are provided the opportunity to participate in boards when a board includes applicants being considered for their respective branch or functional area.

(e) If necessary, with assistance from HQDA DCS G-3/5/7, DMPM, and/or TRADOC, establish a Memorandum of Agreement (MOA) between basic branches and functional areas, ensuring that functional area candidates receive appropriate basic branch alignment. This MOA should be included in the board packet to streamline the selection and alignment process.

(f) ICW basic branch and functional area proponents, TRADOC, and DCS, G-3/5/7, establish a constructive, or equivalent, credit process for military education.

(g) Coordinate directly with DMPM to submit policy, program, and standardization update recommendations and endorsement requests.

(h) Manage the DCP administrative/processing cell.

(i) Conduct workshops and forums to train recruiting battalion, proponents, and other program stakeholders throughout the Army enterprise.

(j) Participate in DMPM led Army accession mission letter efforts ICW basic branch and functional area proponents as required, providing essential analysis and input defining direct commission goals per branch and functional area for the Army Active Competitive Category (ACC) and USAR direct commission missions, and ensure appropriate measures are in place for program execution that meets annual direct commission mission requirements provided by DMPM.

(k) Report resourcing requirements to Headquarters Department of Army (HQDA) as needed.

(2) Establish and resource an administrative processing cell dedicated to managing all stages of the administrative process for basic branch and functional area (other than special branch) direct commission applications and packets from initial contact to appointment.

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(a) Serve as a single point of contact to answer administrative questions and actions.

(b) Create a Direct Commission and Appointment (DCA) application and detail direct commission administrative packet requirements.

(c) Facilitate Military Entrance Processing Station (MEPS) visits and submit applicable medical waivers for applicants.

(d) Generate initial CSC Worksheets for entry grade determination based on approved proponent CSC Guideline Memorandums and applicant's supporting documentation for inclusion in official board files. Incomplete applications, and applicants who do not satisfy minimum proponentcy requirements, will not be referred to the board for consideration.

(e) Direct coordination of applicants' LiveScan.

(f) Prepare and submit direct commission board validation packets to DMPM (DAPE-MPA-AP) for review and approval.

(g) If the DMPM validates and approves board results, prepare and submit direct commission applicants' scrolls requests to HRC RPMD.

(h) As required, ICW proponents, conduct Terminal Learning Objective (TLO) crosswalks with constructive credit worksheets and supporting documentation to determine what IMT, Professional Military Education (PME), or FA course (and any other qualifying training) requirements direct commission applicants must attend, and submit any equivalent or constructive credit requests IAW AR 350-1, endorsed by proponent, to DCS G-3/5/7 (DAMO-TRI) for Director of Training (DOT) approval/disapproval consideration.

(i) With assistance from the proponents, Training and Doctrine Command (TRADOC), and HQDA DCS G-3/5/7, as necessary, coordinate with HRC to schedule BOLC (A and/or B) and any other required schooling. US Army Reserve Command (USARC) will manage necessary BOLC scheduling for USAR direct commission officers.

(3) ICW TRADOC, Human Resources Command (HRC), USARC, and DMPM as required, provide policy and program oversight over all basic branch and functional area proponent direct commission program roles, responsibilities, and requirements.

(4) Develop a marketing plan ICW Army Enterprise Marketing Office (AEMO) and distribute information about ACC and Army Promotion List direct appointment

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opportunities up to colonel to all recruiting stations. Ensure recruiters can effectively communicate DCP information to interested citizens and the private sector.

c. Army National Guard (ARNG) will:

(1) Manage, execute, and sustain the Direct Commission Program for the ARNG.

(2) ICW DMPM, standardize a DCP checklist, application, administrative packet, waiver requests, and board process and packet requirements.

(3) ICW DMPM and basic branch and functional area proponents as necessary, establish guidance on the execution of direct commission boards, based on board guidance outlined within this memorandum; ensure proponents are provided the opportunity to participate in boards when a board includes applicants being considered for their respective branch, or functional area.

(4) Prepare and submit direct commission board validation packets to DMPM (DAPE-MPA-AP) for review and approval.

(5) ICW DMPM (DAPE-MPA-AP), develop and publish policy that incorporates changes outlined within this memorandum as it applies to the ARNG, including guidance on administrative processing, board execution, and appointment of direct commission applicants.

d. US Army Training and Doctrine Command (TRADOC) will:

(1) Support HQDA DCS, G-3/5/7 in assessing the Army's Direct Commissioning Course (DCC) ensuring the Program of Instruction (POI) is current and relevant to meeting Army integration and familiarization requirements IAW law and regulation.

(2) Assist USAREC with providing policy and program oversight over all basic branch and functional area proponent direct commission program roles, responsibilities, and requirements.

(3) ICW DCS G-3/5/7, DMPM and the proponents, establish guidance that appropriately aligns basic branches with functional areas for purpose of meeting basic branch designation and/or Initial Military Training (BOLC) requirements for FA direct appointments, ensuring maximum basic branch proponent participation. Basic branch appointments and corresponding available BOLC reservations will be aligned ICW the proponent that best supports the candidate approved for a functional area direct commission.

e. Basic Branch and Functional Area Proponents will:

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(1) Develop and provide a current CSC Guideline Memorandum, for entry grade determination, within 90 days of the date of this memorandum and update, or validate, annually at a minimum, or as needed. All proponent CSC Guidelines must outline requirements for Regular Army and Reserve Components, be IAW Enclosure 3 of this memorandum and references a and c, receive written legal review, and be approved by DMPM before publication.

(2) As required, assist USAREC, ARNG, and USAR in conducting Terminal Learning Objective (TLO) crosswalks with constructive credit worksheets and supporting documentation to determine what IMT, Professional Military Education (PME), or FA course (and any other qualifying training) requirements direct commission applicants must attend, so they can submit any equivalent or constructive credit requests IAW AR 350-1, endorsed by the applicable proponent(s), to DCS G-3/5/7 (DAMO-TRI) for Director of Training (DOT) approval/ disapproval consideration.

(3) ICW HQDA DCS G-1, update and maintain currency of Smartbook DA Pamphlet 611-21.

f. US Army Human Resources Command (HRC) will:

(1) Support the processing of direct commission applications and process original appointment scrolls.

(2) Provide guidance to USAREC, ARNG, and USAR on standardized scroll package formatting and requirements.

(3) Validate any required waivers are approved by the appropriate authority and board results are validated/approved by DMPM.

(4) ICW USAREC and proponents, implement guidance for managing the first unit of assignment for Regular Army (Compo 1) direct commission officers.

(5) ICW TRADOC and DMPM Training Requirements Division (DAPE-MPT) as necessary, schedule BOLC (A and/or B) and any other required schooling. Coordinate with, or support, USARC as necessary, for scheduling of BOLC for USAR direct commissionees.

g. Army Enterprise Marketing Office (AEMO) will:

(1) Support USAREC in the development, and/or updating of a marketing plan designed to inform the nation about Army competitive category direct appointment opportunities up to the grade of O-6.

(2) Update and rebrand the Army Direct Commission web page, incorporating goarmy.com structure and design, ensure all basic branch and functional area proponent career field descriptions, responsibilities, and minimum qualifications for all Army Components are available to prospective applicants, and embed application and request-for-information features that route to USAREC, ARNG and/or USAR respectively, based on applicant expressed interests.

(3) Ensure interested citizens understand how to gain additional information concerning the Army direct commission process.

4. Direct Commission Selection Boards will adhere to the selection standards and the process by which constructive and applicable service credit may be awarded IAW Enclosure 3 of this memorandum and references a and c. All candidates presented for board consideration must be pre-qualified and any waivers or exceptions to policy required for an original appointment as an officer in the United States Army (all Components) must be approved prior to being boarded.

5. In addition to routinely scheduled boards managed by USAREC, Basic Branch and Functional Area Proponents, the Army National Guard (ARNG), and the US Army Reserve (USAR), ICW respective proponents, may convene boards on an as needed basis. USAREC, Proponent Chiefs, the Director of the Army National Guard (DARNG), and the Chief of the Army Reserve (CAR) may delegate board convening authority and board president appointments, in writing pursuant to AR 5-22, to an appropriate proponent, or component, member, or representative, not lower than the O-6, or equivalent, level. Proponents, ARNG, and USAR must include board convening authority and/or board president appointment and/or delegation memos with board validation packets submitted to DMPM for final approval/validation. USAR must inform USAREC of any additional boards for tracking and support purposes, and to deconflict potential applicant management redundancies.

a. USAREC appointed board results will be approved by the Commanding General, USAREC; approval authority can be delegated not lower than the O-6 (or civilian Senior Executive Services (SES) equivalent) level. Proponent appointed board results will be approved by the proponent chief, or senior proponent representative (or SES equivalent), in each Basic Branch or Functional Area Proponent's chain of command. ARNG, or USAR, led board results will be approved by the DARNG, or the CAR, respectively, and can be delegated not lower than the O-6 (or SES equivalent) level.

(1) USAR will assume responsibilities assigned to USAREC for internally executed boards, including CSC determination and proponent endorsement; however, USAR will coordinate with USAREC for support where needed, to include, but not limited to, scheduling of accession physicals.

(2) ARNG will assume responsibilities otherwise assigned to USAREC throughout this memo for ARNG executed boards and direct commission processing, to include, but not limited to, CSC determination and proponent endorsement, scheduling of accession physicals, facilitation of security clearance applications, and all other administrative, appointment, and necessary training scheduling requirements.

b. Boards will consist of at least five field grade officers. Board members from basic branch or functional area proponents in boards considering applicants for appointment into their respective branch or functional area is recommended but not required.

c. When boards consist of applicants being considered for appointment into the Regular Army and a Reserve Component, there must be representation from the Regular Army and the respective Reserve Components in which applicants are being considered. If Reserve Component representation is not available for mixed applicant boards due to unavailability or lack of authorizations, the board convening authority (O-6 or higher) must request an exception to policy from the DMPM, Acquire and Retain Division (DAPE-MPA) prior to convening the board.

d. Boards that consist of applicants being considered solely for a single Army Component, only require representation from the component in which all applicants are being considered; however, the convening authority may still require boards to consist of mixed representation from both the Regular Army and Reserve Components.

e. A nonvoting GS Civilian or uniformed military expert will be appointed to the board as the recorder. In addition, nonvoting Subject Matter Experts (SME) may participate in discussions related to the subject matter of a candidate's experience, education, or training. A SME is defined as a Soldier, GS Civilian, or Contractor who maintains a high level of knowledge on a particular subject matter to include emerging requirements and insights into candidates' experience, education, or training.

f. Information provided to members during the board process will be provided to all board members and reduced to a written summary for inclusion in the board report.

g. Board members will conduct boards pursuant to Enclosure 1 – Administrative Instructions and Enclosure 2 – Direct Commission Board Guidance.

6. The Direct Commissioning Program will leverage existing resources in academia, industry, and civilian institutions to acquire talent to meet emerging requirements related to the future of warfare and fill identified talent gaps in existing Basic Branches and Functional Areas. The purpose of this program is to access individuals who possess advanced knowledge, skills, and behaviors in order to maintain the Army's human capital advantage to win our Nation's wars. Selected applicants must meet the needed qualifications, education, and expertise identified by each Basic Branch and Functional Area Proponent. In-service enlisted Soldiers and Warrant Officers are eligible to be

considered for a direct commission if they possess exceptional skills and qualifications uniquely qualifying them to fill critical operational gaps as identified by the Army and proponents.

7. Constructive Credit, Enhanced Constructive Credit, and Appointment Grade will be determined pursuant to Enclosure 3 - Entry Grade Credit and Constructive Credit Instructions. Board convening agencies (USAREC, Basic Branch and Functional Area Proponents, ARNG, or USAR) will calculate entry grade credit and appointment grade prior to the board convening using the Record of Award of Entry Grade Credit Form located in Enclosure 3 until an official Department of the Army Form is approved. Credit is awarded to individuals based on advanced education, training, professional experiences, and prior commissioned service. Enhanced Constructive Credit (greater than a 1:1 ratio) can only be awarded for education, training, or experiences if approved by the Secretary of the Army.

8. The local board president may not recommend an individual for appointment unless the individual is recommended by a board acting pursuant to this MOI. The board president, however, is not required to endorse recommendations of a board. They may withhold recommended names from a nomination scroll, may refer individuals for reconsideration by the same board or by another board, or may cancel the results of a board. Applicants recommended for commissioning in a grade above major must be referred to a Grade Above Major Board (GAMB) convened on behalf of the Secretary of the Army IAW reference I. GAMB requests must be submitted to DMPM for approval by the Secretary of Army, or appointed delegate, prior to execution. The Secretary of Defense is the final approval authority for an appointment in a grade of O-3 and below (Regular Army) and O-5 and below (Reserve Component). Appointments of O-4 thru O-6 (Regular Army) and O-6 (Reserve Component) are made by the President, by and with the advice and consent of the Senate.

9. Board convening agencies will submit approved board results via the Enterprise Task Management Software Solution (ETMS2) to the Deputy Chief of Staff, G-1 (DCS, G-1), Directorate of Military Personnel (DMPM), DAPE-MPA, for validation prior to submission to HRC for processing original appointment scroll packages and proceeding with any final appointment requirements. Approved board results submissions will contain, at a minimum, the following:

- a. Board Report,
- b. After Action Review,
- c. Appointment of Board Members Memorandum,
- d. Proponent Constructive Credit Guidelines,

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- e. Constructive Credit Worksheets,
- f. Documents used to grant prior service credit (DD 214, NGB 22),
- g. Approved waivers and waivers requiring DMPM approval (moral/conduct, behavioral health, etc) (if applicable or not already approved), and
- h. Service Availability Statement of Understanding (if applicable).

10. The board report memorandum will clearly identify fully qualified selects and selects pending waiver, Grade Above Major Board, etc. After the DMPM validates board results in writing, the board convening agencies may continue processing appointment packets for follow-on requirements. Scrolls for those referred to a Grade Above Major Board will not be processed until completion of the secondary board. Board convening agencies will coordinate with DMPM as necessary to develop and publish an approved board results packet.

11. The point of contact for this action is Officer Accessions Policy Branch, DMPM, HQDA DCS G-1 (DAPE-MPA-AP) at usarmy.pentagon.hqda-dcs-g-1.list.dape-mpa-ap@army.mil.

FOR THE DEPUTY CHIEF OF STAFF, G-1:

Encls

- 1 - Admin Instructions
- 2 - Board Guidance
- 3 - Entry Grade Credit Instructions
- 4 - Example Word Picture
- 5 - Direct Commission Packet Checklist
- 6 - DCP Process Map (Compo 1 & 3)

RAMPY.HOPE.CHRIS
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31253060
Date: 2024.06.26 07:19:47 -04'00'

HOPE C. RAMPY
Major General, GS
Director of Military
Personnel Management

ADMINISTRATIVE INSTRUCTIONS

1. Instructions Concerning Communication and Information. The president, board members, and board recorder are responsible for maintaining the integrity and independence of this selection board. They must foster the careful consideration, without prejudice or partiality, of all eligible applications as follows:

a. USAREC, Proponent chiefs, the Director of the Army National Guard (DARNG), and the Chief of the Army Reserve (CAR), or their properly appointed delegates, will appoint board members for boards they convene; an appropriate proponent, or component, member or representative, not lower than O-6 will serve as the Board President. The president will refer a board file related to each individual under consideration. The board file should include 1. Resume or curriculum vitae, 2. Application for an original appointment into a branch or functional area, 3. Transcripts for all post-secondary school education, 4. Writing sample and/or cover letter, 5. Letters of recommendation, and 6. Comments and recommendations from telephonic or in-person interviews, and 7. Other matters Basic Branch and Functional Area Proponents believe are relative or required for the application selection criteria.

b. Pay close attention to communications with and among other board members, the information authorized to be furnished to you, and the procedures you should follow if you believe the integrity of this board has been improperly affected.

c. If at any time you believe you cannot in good conscience perform your duties as a member of the board without prejudice or partiality, you have a duty to request relief from this duty from the board president. If you believe the integrity of the board's proceedings has been affected by improper influence of military or civilian authority, misconduct by the board president or a member, or any other reason, you have a duty to request relief from your obligation, to not disclose board proceedings and, upon receiving any such relief, to report the basis of your belief.

d. The board may not use personal knowledge in their deliberations. In the event you have personal knowledge of an applicant's performance or conduct that is not documented in the records provided to the board, and you feel the information is of great significance, you will summarize the information in writing and provide it in a sealed envelope to the board recorder. The board recorder will seek guidance from the DMPM. Unless authorized to do so through the recorder, you will not disclose or discuss the information with any other board member nor disclose or discuss the identity of the applicant about whom information was passed to the recorder.

e. You may not discuss or disclose to the other members of the board the opinion of any person not a member of the board concerning an applicant being considered unless that opinion is contained in material properly presented before the board as identified above.

Enclosure 1 – Administrative Instructions

f. Pursuant to DAPE-MP Memorandum of Instruction, Subject: Supplemental Guidance for the Army Direct Commissioning Program Selection Board for Officers Up to the Grade of Colonel (Other Than Special Branches) paragraph 5e., a nonvoting General Schedule (GS) Civilian military expert, or uniformed Service member will be appointed to the board as the recorder and may render written evaluation of applicants' qualifications.

2. Equal Opportunity.

a. The strength of our Army comes from our diversity. Developing and maintaining qualified and demographically diverse leadership is critical for mission effectiveness and is essential to national security. Effective leaders understand that organizational success depends on the ability of people of different backgrounds to work together, while bringing the value of their diverse experiences to the mission. With a culture that embraces diversity, the Army is better able to attract and keep the best men and women from across the Nation, and to operate more successfully around the world. Moreover, the success of today's Army comes from a total commitment to the ideals of freedom, fairness, and human dignity upon which our country was founded.

b. It is vital that our Army is in fact one of equal opportunity - equal opportunity for all Soldiers is the only acceptable standard for our Army. This principle applies to every aspect of career development and utilization in our Army, but is especially important to demonstrate in the selection process. Select meritorious officers who create and maintain an inclusive environment where individual attributes are recognized, accepted, and, most importantly, valued, regardless of race, color, national origin, religion, sex (including gender identity), or sexual orientation. In doing so our Soldiers will have a clear perception of equal opportunity in the selection process.

c. Prior to recess, the board will conduct an After Action Review (AAR) from board members concerning the administrative quality of board files and the overall board process. The board support staff will compile, for the board's information, selection statistics for all racial, ethnic, and gender categories considered. These statistics will be forwarded with the board's recommendations and AAR.

3. Oaths.

a. The following oath or affirmation shall be administered to the recorder by the president of the board:

"I, (state your name), do solemnly swear (or affirm) that I will keep a true record of the proceedings of this board and further, that I will not divulge the proceedings or results thereof pertaining to the selection or non-selection of individual applicants except to proper authority pursuant to law and regulations."

b. The following oath or affirmation shall be administered by the recorder to each member of the board:

"I, (state your name), do solemnly swear (or affirm) that I will, without prejudice

Enclosure 1 – Administrative Instructions

or partiality, and having in view both the professional qualifications of the applicants and the requirements of the Army, and provisions of the DMPM memorandum of instruction, perform the duties imposed upon me, and further, that I will not divulge the proceedings or results thereof pertaining to the selection or non-selection of individual applicants except to proper authority."

BOARD GUIDANCE

1. Selection Guidance. The Army will use the direct commissioning authority to address talent gaps. Direct commissioning will be used to acquire highly skilled individuals to enter the Army as officers up to the grade of colonel (O-6) allowing the Army to leverage the strength of the Nation – the American Workforce. This program is designed to: first, fill emerging requirements related to the future of warfare; and second, fill identified talent gaps in existing basic branches and functional areas.

a. Each board member will endeavor to select the best-qualified candidates from the considered population.

b. Each board member will impartially and thoroughly evaluate all eligible applications that are complete and received prior to the board convene date.

c. Isolated examples of excellence or failure should not determine selection or non-selection of an applicant.

2. Voting Guidance.

a. All board members will vote each applicant's file using the "word picture." Each board member will vote each file on 1 to 6+/- basis.

b. An order of merit list (OML) will be created by averaging the combined scores for each applicant. The board will select applicants determined to be best qualified. The board president will inform the board of the maximum and minimum number of applicants to be recommended for appointment based on the needs of the Army.

c. A majority vote will apply to packets that may receive a tie vote.

d. Blind voting procedure will be used. This means that individual board members' votes are anonymous; not known by other members.

ENTRY GRADE AND CONSTRUCTIVE SERVICE CREDIT INSTRUCTIONS
FOR
BASIC BRANCH AND FUNCTIONAL AREA DIRECT COMMISSIONING

1. General Provisions. Section 502 of the 2019 National Defense Authorization Act (NDAA), grants Secretaries of military services enhanced authority to grant constructive credit to facilitate the direct commission of officers up to the grade of colonel in both the Regular Army and Reserve Component. Title 10 U.S.C. § 533 codifies the Service Secretaries' authority to apply constructive credit to original military officer appointments in the regular force. Army Directive (AD) 2019-27 aligns Army policy with the 2019 NDAA, authorizing the Army to conduct Direct Commissions up to the grade of (O-6) for all Basic Branches and Functional Areas.

2. Procedures. Board convening authorities will apply constructive credit based on Basic Branch and Functional Area Proponent approved constructive service credit guidelines, pursuant to DoDI 1312.03 (Section 3), AD 2019-027 (Paragraph 4-8), this MOI, and qualifications, experience, training, and education identified by each Basic Branch and Functional Area.

3. Entry Grade Credit.

- a. The amount of entry grade credit will equal the sum of prior commissioned service credit and the constructive credit granted.
- b. A period of time will be counted only once when calculating entry grade credit.
- c. Prior commissioned service credit will be calculated before constructive service credit.

4. Entry Grade and Promotion Phase Points.

- a. Entry Grade is determined by comparing entry grade credit with the appropriate promotion phase-in points of the competitive category concerned.
- b. Credit awarded that exceeds the amount used to establish the entry grade will be used to adjust the date of rank.
- c. Promotion Phase Points:

Enclosure 3 - Entry Grade and Constructive Service Credit

Rank	Promotion Phase-In Points/ Requirement for Rank
2LT	Less than 1 year 6 months
1LT	1 year 6 months or more, but less than 4 years
CPT	4 years or more, but less than 10 years 6 months
MAJ	10 years 6 months or more, but less than 16 years 6 months
LTC	16 years 6 months or more, but less than 21 years 6 months
COL	21 years 6 months or more

5. Prior Commissioned Service Credit.

a. Credit for prior service as a commissioned officer (except as a commissioned warrant officer) will be awarded for previous commissioned service performed in any Military Service, the National Oceanic and Atmospheric Administration, or the U.S. Public Health Service.

b. For regular appointments, credit will be awarded on a day-to-day basis for any active commissioned service in an active status in the field or specialty for which the person is currently being appointed.

c. For reserve appointments, 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 specialty for which the person is currently being appointed.

d. For regular or reserve appointments, a half-day credit will be awarded for prior commissioned service in a field other than the field or specialty for which the person is currently being appointed.

6. Constructive Service Credit.

a. Constructive service credit will only be used to determine initial grade, rank in grade, and service in grade for promotion eligibility.

b. One year of constructive credit will be awarded for each year of graduate level education to persons appointed, designated, or assigned in an officer category that requires such advanced education or an advanced degree as a prerequisite for appointment.

c. A period of time will be counted only once when calculating constructive credit.

d. Creditable experience cannot predate the receipt of a bachelor's degree or certificate; experience gained in a volunteer or student status will not be credited.

Enclosure 3 - Entry Grade and Constructive Service Credit

e. Periods of time spent as a commissioned officer on active duty or in a volunteer or student status will not be credited. However, the SECARMY can waive this restriction and award constructive service credit to an officer who completes advanced education or receives an additional degree while on active duty or in an active status if, pursuant to Sections 533 and 12207 of Title 10, U.S.C. See DoDI 1312.03 paragraph 3.4.b.(8). Waivers in this category must be submitted to the DMPM for approval/disapproval prior to the board convening in order for proponents to prepare the constructive credit worksheets.

f. Any credit awarded to Enlisted Members and Warrant Officers for special training or experience, gained while on active duty, must be directly related to the operational needs of the Army and in a particular officer field designated by the Secretary of the Army.

Enclosure 3 - Entry Grade and Constructive Service Credit

RECORD OF AWARD OF ENTRY GRADE CREDIT (BASIC BRANCH OR FUNCTIONAL AREA)			
1. NAME (Last, First, MI) Smith, John A.	2. CORPS Cyber	3. DATE OF APPOINTMENT 20201215	4. SPECIALTY IN WHICH APPOINTED 17A, Cyber Warfare Officer
PART I - CONSTRUCTIVE SERVICE CREDIT			
SECTION A - CREDIT FOR BASIC QUALIFYING DEGREE			
5. TITLE OF DEGREE B.S. Computer Science	6. DATE GRANTED 200705285	7. INCLUSIVE DATES OF ATTENDANCE 20030625-20070528	
8. NAME AND LOCATION OF ACADEMIC INSTITUTION United States Military Academy, West Point, NY			
8A. ADDITIONAL ACADEMIC DEGREE:		8B.ACADEMIC INSTITUTION	8C. INCLUSIVE DATES
SECTION B - CERTIFICATES AND SPECIAL TRAINING			
9. TYPE TRAINING AND SPECIALTY	10. CERTIFYING BOARD	11. INCLUSIVE DATES	
SECTION C - CREDIT FOR ADVANCED EDUCATION BEYOND BASIC QUALIFYING DEGREE			
12. DEGREE	13. ACADEMIC INSTITUTION	14. INCLUSIVE DATES	15. CREDIT AWARDED
M.S. Computational Mathematics	Duquesne University	20100501-20120501	02-00-00
SECTION D - CREDIT FOR PROFESSIONAL EXPERIENCE			
16. NATURE/LOCATION OF EXPERIENCE		17. INCLUSIVE DATES	18. CREDIT AWARDED
Research Assistant -Carnegie Mellon University		2008701-20080430	00-04-00
Research Analyst -Economic Systems Inc.		20080501-20091201	00-10-00
Modeling Analyst -The PNC Financial Services Group		20091201-20120430	00-02-15
Director, Analysis and Reporting -Economic Systems Inc.		20120501-20171231	02-10-00
Head of Software Development-Kinertia, LLC		20180101-20200531	01-08-15
SECTION E - CREDIT FOR TRAINING OR EXPERIENCE IN UNUSUAL CASES			
19. BASIS FOR AWARD		20. INCLUSIVE DATES	21. CREDIT AWARDED
22. JUSTIFICATION FOR CLASSIFICATION AS UNUSUAL CASE (Attach additional pages as necessary)			
PART II - PRIOR ACTIVE COMMISSIONED SERVICE CREDIT			
SECTION A - CREDIT FOR SERVICE IN SPECIALTY FOR WHICH CURRENTLY BEING APPOINTED			
23. UNIFORMED SVC AND STATUS		24. INCLUSIVE DATES	25. CREDIT AWARDED
SECTION B - CREDIT FOR SERVICE IN A FIELD OTHER THAN SPECIALTY FOR WHICH CURRENTLY BEING APPOINTED			
26. UNIFORMED SVC AND STATUS (Include Corps or Specialty)		27. INCLUSIVE DATES	28. CREDIT AWARDED
PART III - COMPUTATION OF ENTRY GRADE AND DATE OF RANK			
29. TOTAL CONSTRUCTIVE CREDIT 07-11-00	30. TOTAL PRIOR SVC CREDIT (Yr, Mth, Day) 00-00-00	31. TOTAL ENTRY GRADE CREDIT (Yr, Mth, Day) 07-11-00	32. ADJUSTED TOTAL ENTRY GRADE CREDIT (Yr, Mth, Day) 07-11-00
33. GRADE FOR WHICH CREDIT QUALIFIES O-3/CPT			
34. CREDIT REQUIRED FOR GRADE (Yr, Mth, Day) 04-00-00			
35. CREDIT IN EXCESS OF THAT REQUIRED FOR GRADE 03-11-00			
36. DATE OF ENTRY ON ACTIVE DUTY (date of appointment) 20201215			
37. LESS EXCESS CREDIT 03-11-00			
38. DATE OF RANK 20130115			
PART IV - AUTHENTICATION			
39. TYPED NAME/GRADE/POSITION OF PREPARING OFFICIAL (Self-Explanatory)		SIGNATURE	DATE PREPARED
40. TYPED NAME/GRADE/POSITION OF APPROVING OFFICIAL (Self-Explanatory)		SIGNATURE	DATE

Enclosure 3 - Entry Grade and Constructive Service Credit

INSTRUCTIONS

(Paragraph references below refer to DMPM Selection Board MOI unless otherwise indicated)

1. Items not discussed below are considered self-explanatory.
2. Item 3. Enter the date of entry on active duty unless the officer is not to enter on active duty in which case enter date of oath of office (effective date of appointment). Enter by numerals, year, month and day.
3. Item 4. Enter the specific area of concentration/specialty in which officer is to serve.
4. Item 5. Enter title of the degree.
5. Items 15, 18, 21, 25, and 28. Refer to DoDI 1312.03, AD 2019-027, and DMPM Direct Commission Selection Board MOI for amounts of credit authorized and maximum credit when applicable.
6. Items 16 and 18. Enter constructive credit for professional experience as determined by the proponent. Credit for professional experience will not exceed a 1:1 ratio unless enhanced constructive credit is approved by the SECARMY. Do not enter any period of time more than once.
7. Item 19 and 21. Credit may not be awarded for experience in this item until maximum credit for experience has been awarded in section D (item 18).
8. Items 23 and 26. Enter service and status, e.g., Army (Active Duty, Reserve on Active Duty, Reserve not on Active Duty). In Item 26 include Corps or Specialty. For Item 25, credit will be awarded 1 day for 1 day of service (1:1 ratio). For Item 28, credit will be awarded ½ day for 1 day of service (1/2:1).
9. Item 29. Enter total of items 15, 18, and 21
10. Item 30. Enter total of items 25 and 28.

11. Items 31. Enter total of items 29 and 30.

12. Item 32. Enter the total from Item 31. If the total is equal or greater than 16 years and 0 months, a Grade Above Major Board is required.

13. Items 33 and 34. Compare the credit in Item 32 with the promotion phase-in/ requirements below. Determine the grade which the credit justifies. Enter the grade in Item 33 and the credit required for the grade in Item 34. |

Rank	Promotion Phase-In Points/Req. for Rank
2LT	Less than 1 year 6 months
1LT	1 year 6 months - 3 years 11 months
CPT	4 years - 10 years 5 months
MAJ	10 years 6 months - 16 years 5 months
LTC	16 years 6 months - 21 years 5 months
COL	21 years 6 months and up

14. Item 35. Subtract item 34 from item 32 and enter result in item 35 (years, months, days).

15. Item 36. Enter date from item 3.

16. Items 37 and 38. Enter the data from item 35 in item 37. Subtract 37 from 36 and enter the result in item 38. This is the date of rank.

17. Items 39 and 40. Approving Official must be an O-6 from the Branch or Functional Area Proponent.

COMPUTER SCIENTIST / SOFTWARE ENGINEER	
SCORE	CRITERIA
	HIGHEST QUALIFIED
6 +/-	<ul style="list-style-type: none"> • Possesses Doctoral-level degree in Computer Science, Computer/Software Engineering, Computer/Information Technology, or related discipline -OR- over six (6) years of software development experience using C/C++ and/or Python (e.g. backend, web services, system, networking, and/or client-server programming). • Possesses over two (2) years of documented performance working on a cross-functional team using collaborative development and communication tools (e.g. Git, Trello, Slack) -OR- over two (2) years of experience with building scalable, resilient, high-performance systems, including RESTful web services. • Possesses documented solid knowledge of TCP/IP networking, communications, asynchronous programming models, and technologies -OR- software engineering fundamentals (e.g. concurrency, non-blocking networking, resilience patterns, system performance, Amazon Web Services, etc.) -OR- both relational and non-relational database systems (e.g. MySQL, PostgreSQL, MongoDB, DynamoDB, etc.). • Possesses over two (2) years of experience with virtualization and container technologies (e.g. Docker). • Possesses demonstrated aptitude to learn new technologies -AND- ability to be accountable for and take ownership of their code.
	HIGHLY QUALIFIED
5 +/-	<ul style="list-style-type: none"> • Possesses Masters-level degree in Computer Science, Computer/Software Engineering, Computer/Information Technology, or related discipline -OR- between five (5) and six (6) years of software development experience using C/C++ and/or Python (e.g. backend, web services, system, networking, and/or client-server programming). • Possesses over one (1) year of documented performance working on a cross-functional team using collaborative development and communication tools (e.g. Git, Trello, Slack) -OR- over one (1) year of experience with building scalable, resilient, high-performance systems, including RESTful web services. • Possesses documented knowledge of TCP/IP networking, communications, asynchronous programming models, and technologies -OR- software engineering fundamentals (e.g. concurrency, non-blocking networking, resilience patterns, system performance, Amazon Web Services, etc.) -OR- both relational and non-relational database systems (e.g. MySQL, PostgreSQL, MongoDB, DynamoDB, etc.). • Possesses over one (1) year of experience with virtualization and container technologies (e.g. Docker). • Possesses over one (1) years of experience with IA/cybersecurity. • Possesses demonstrated aptitude to learn new technologies -AND- ability to be accountable for and take ownership of their code.
	QUALIFIED
4 +/-	<ul style="list-style-type: none"> • Possesses Baccalaureate-level degree in Computer Science, Computer/Software Engineering, Computer/Information Science/Information Technology, or related discipline -OR- approximately five (5) years of software development experience using C/C++ and/or Python (e.g. backend, web services, system, networking, and/or client-server programming). • Possesses approximately (1) year of documented performance working on a cross-functional team using collaborative development and communication tools (e.g. Git, Trello, Slack) -OR- approximately one (1) year of experience with building scalable, resilient, high-performance systems, including RESTful web services. • Possesses general understanding of TCP/IP networking, communications, asynchronous programming models, and technologies -OR- software engineering fundamentals (e.g. concurrency, non-blocking networking, resilience patterns, system performance, Amazon Web Services, etc.) -OR- both relational and non-relational database systems (e.g. MySQL, PostgreSQL, MongoDB, DynamoDB, etc.). • Possesses approximately one (1) year of experience with virtualization and container technologies (e.g. Docker). • Possesses approximately one (1) years of experience with IA/cybersecurity. • Possesses general aptitude to learn new technologies -AND- general ability to be accountable for and take ownership of their code.
	CUTLINE
	MARGINALLY NOT QUALIFIED
3 +/-	<ul style="list-style-type: none"> • Possesses Baccalaureate-level degree in a marginally related STEM discipline -OR- less than five (5) years of software development experience using C/C++ and/or Python (e.g. backend, web services, system, networking, and/or client-server programming). • Possesses less than (1) year of documented performance working on a cross-functional team using collaborative development and communication tools (e.g. Git, Trello, Slack) -OR- less than one (1) year of experience with building scalable, resilient, high-performance systems, including RESTful web services. • Possesses minimal understanding of TCP/IP networking, communications, asynchronous programming models, and technologies -AND- software engineering fundamentals (e.g. concurrency, non-blocking networking, resilience patterns, system performance, Amazon Web Services, etc.) -AND- both relational and non-relational database systems (e.g. MySQL, PostgreSQL, MongoDB, DynamoDB, etc.). • Possesses less than one (1) year of experience with virtualization and container technologies (e.g. Docker). • Possesses less than one (1) years of experience with IA/cybersecurity. • Possesses minimal potential to learn new technologies -AND- minimal ability to be accountable for and take ownership of their code.
	NOT QUALIFIED
2+/-	<ul style="list-style-type: none"> • DO NOT SELECT

SECURITY ENGINEER	
SCORE	CRITERIA
6 +/ -	HIGHEST QUALIFIED
	<ul style="list-style-type: none">• Possesses Doctoral-level degree in Cybersecurity, Computer/Software Engineering, Computer/Information Science/Information Technology, or related discipline -OR- over four (4) years of experience in security engineering, computer and network security, penetration testing, web security, authentication, security protocols, and applied cryptography.• Over four (4) years of experience in application-level vulnerability testing and code-level security auditing.• Documented solid knowledge of the commercial security market and its vendors (e.g. vulnerability scanning tools, IDS/IPS, SEM/SIM, WAS/WAF, log management, patch management).• Documented solid knowledge in networking/security (e.g. switches, NG firewalls, IP tables, IP protocols, BGP/routing, vulnerability scanning).• Over two (2) years of software development experience using C/C++, Python, and/or Java.• Documented experience in two (2) or more capture the flag or similar offensive security exercises or events.
5 +/ -	HIGHLY QUALIFIED
	<ul style="list-style-type: none">• Possesses Masters-level degree in Cybersecurity, Computer/Software Engineering, Computer/Information Science/Information Technology, or related discipline -OR- between three (3) and four (4) years of experience in security engineering, computer and network security, penetration testing, web security, authentication, security protocols, and applied cryptography.• Between three (3) and four (4) years of experience in application-level vulnerability testing and code-level security auditing.• Documented knowledge of the commercial security market and its vendors (e.g. vulnerability scanning tools, IDS/IPS, SEM/SIM, WAS/WAF, log management, patch management).• Documented knowledge in networking/security (e.g. switches, NG firewalls, IP tables, IP protocols, BGP/routing, vulnerability scanning).• Over one (1) year of software development experience using C/C++, Python, and/or Java.• Documented experience in at least one (1) capture the flag or similar offensive security exercise or event.
4 +/ -	QUALIFIED
	<ul style="list-style-type: none">• Possesses Baccalaureate-level degree in Cybersecurity, Computer/Software Engineering, Computer/Information Science/Information Technology, or related discipline -OR- approximately three (3) years of experience in security engineering, computer and network security, penetration testing, web security, authentication, security protocols, and applied cryptography.• Approximately three (3) years of experience in application-level vulnerability testing and code-level security auditing.• Communicates knowledge of the commercial security market and its vendors (e.g. vulnerability scanning tools, IDS/IPS, SEM/SIM, WAS/WAF, log management, patch management).• Communicates knowledge in networking/security (e.g. switches, NG firewalls, IP tables, IP protocols, BGP/routing, vulnerability scanning).• Approximately (1) year of software development experience using C/C++, Python, and/or Java.• Communicates experience in at least one (1) capture the flag or similar offensive security exercise or event.
CUTLINE	
3 +/ -	MARGINALLY NOT QUALIFIED
	<ul style="list-style-type: none">• Possesses Baccalaureate-level degree in marginally related STEM discipline -AND- less than three (3) years of experience in security engineering, computer and network security, penetration testing, web security, authentication, security protocols, and applied cryptography.• Less than three (3) years of experience in application-level vulnerability testing and code-level security auditing.• Possesses minimal knowledge of the commercial security market and its vendors (e.g. vulnerability scanning tools, IDS/IPS, SEM/SIM, WAS/WAF, log management, patch management).• Possesses minimal knowledge in networking/security (e.g. switches, NG firewalls, IP tables, IP protocols, BGP/routing, vulnerability scanning).• Less than one (1) year of software development experience using C/C++, Python, and/or Java.• Possesses knowledge of capture the flag or similar offensive security exercise or event.
2 +/ -	NOT QUALIFIED
	<ul style="list-style-type: none">• DO NOT SELECT

DATA SCIENTIST / MACHINE LEARNING ENGINEER	
SCORE	CRITERIA
	HIGHEST QUALIFIED
6 +/-	<ul style="list-style-type: none">• Doctoral-level degree in Computer Engineering, Computer Science, or related discipline (e.g. Statistics, Applied Math, Operations Research) -OR- over two (2) years of experience as a data scientist or machine learning engineer.• Possesses a high degree of expertise with modern advanced analytical tools -AND- programming languages such as R or Python with scikit learn, numpy, scipy, etc. -AND- fluency in SQL, Hive, SparkSQL, etc.• Possesses a high degree of expertise in data mining algorithms and statistical modeling techniques (e.g. clustering, classification, regression, decision trees, neural nets, support vector machines, genetic algorithms, anomaly detection, recommender systems, sequential pattern discovery, text mining).• Possesses documented solid knowledge of cybersecurity operations, cybersecurity data types, cybersecurity threats, and network protocols (e.g. SOC tools and methodologies).• Possesses a strong mathematical background (e.g. linear algebra, calculus, probability, statistics).• Possesses highly effective communications skills, including a demonstrated ability to explain complex technical issues to both technical and non-technical audiences and experience using disparate data sources to tell a cohesive story to disparate audiences
	HIGHLY QUALIFIED
5 +/-	<ul style="list-style-type: none">• Masters-level degree in Computer Engineering, Computer Science, or related discipline (e.g. Statistics, Applied Math, Operations Research) -OR- between one (1) and two (2) years of experience as a data scientist or machine learning engineer.• Possesses a moderate level of expertise with modern advanced analytical tools -OR- programming languages such as R or Python with scikit learn, numpy, scipy, etc. -AND- fluency in SQL, Hive, SparkSQL, etc.• Possesses a moderate level of expertise in data mining algorithms and statistical modeling techniques (e.g. clustering, classification, regression, decision trees, neural nets, support vector machines, genetic algorithms, anomaly detection, recommender systems, sequential pattern discovery, text mining).• Possesses documented knowledge of cybersecurity operations, cybersecurity data types, cybersecurity threats, and network protocols (e.g. SOC tools and methodologies).• Possesses a moderately strong mathematical background (e.g. linear algebra, calculus, probability, statistics).• Possesses moderately effective communications skills, including a demonstrated ability to explain complex technical issues to both technical and non-technical audiences and experience using disparate data sources to tell a cohesive story to disparate audiences
	QUALIFIED
4 +/-	<ul style="list-style-type: none">• Baccalaureate-level degree in Computer Engineering, Computer Science, or related discipline (e.g. Statistics, Applied Math, Operations Research) -OR- approximately one (1) year of experience as a data scientist or machine learning engineer.• Possesses some expertise with modern advanced analytical tools -OR- programming languages such as R or Python with scikit learn, numpy, scipy, etc. -OR- fluency in SQL, Hive, SparkSQL, etc.• Possesses some expertise in data mining algorithms and statistical modeling techniques (e.g. clustering, classification, regression, decision trees, neural nets, support vector machines, genetic algorithms, anomaly detection, recommender systems, sequential pattern discovery, text mining).• Possesses some documented knowledge of cybersecurity operations, cybersecurity data types, cybersecurity threats, and network protocols (e.g. SOC tools and methodologies).• Possesses some mathematical background (e.g. linear algebra, calculus, probability, statistics).• Possesses some degree of effective communications skills, including a demonstrated ability to explain complex technical issues to both technical and non-technical audiences and experience using disparate data sources to tell a cohesive story to disparate audiences
	CUTLINE
	MARGINALLY NOT QUALIFIED
3 +/-	<ul style="list-style-type: none">• Baccalaureate-level degree in a marginally related STEM discipline -AND- less than one (1) year of experience as a data scientist or machine learning engineer.• Possesses familiarity with modern advanced analytical tools -OR- programming languages such as R or Python with scikit learn, numpy, scipy, etc. -OR- SQL, Hive, SparkSQL, etc.• Possesses familiarity of data mining algorithms and statistical modeling techniques (e.g. clustering, classification, regression, decision trees, neural nets, support vector machines, genetic algorithms, anomaly detection, recommender systems, sequential pattern discovery, text mining).• Possesses familiarity of cybersecurity operations, cybersecurity data types, cybersecurity threats, and network protocols (e.g. SOC tools and methodologies).• Possesses a minimal mathematical background (e.g. linear algebra, calculus, probability, statistics).• Possesses marginally effective communications skills, including a demonstrated ability to explain complex technical issues to both technical and non-technical audiences and experience using disparate data sources to tell a cohesive story to disparate audiences
	NOT QUALIFIED
2 +/-	<ul style="list-style-type: none">• DO NOT SELECT

Enclosure 5 - Direct Commission Appointment Packet Checklist

Packet Requirement		Action Office	Action Status	Action Status as of Date	Notes
	Source Documents (SSN Card, Birth Certificate, Passport, Naturalization Certificate, Adoption/Court documents, Marriage certificate, Name change [if applicable])	USAREC	EX: Processing; With Applicant; Under Review (w/ USAREC); With Waivers Team; With Proponent; With DMPM; Scanned into DCA (Complete); Etc	2024MMDD	
	<u>Waivers - Approved</u> (Age, AFS, Medical/BH, Conduct, Moral - if applicable)	USAREC	Med Waiver, w/ USAREC Surgeon / BH Waiver; w/ DMPM; Etc		USAREC Processing Team will prep and route to USAREC Waivers Team for reviewing and appropriate routing to applicable approving authority as per all other USAREC waivers
	Religious Declarations / Accommodation Requests (if applicable)	USAREC			
	Restrictions on Personal Conduct	USAREC			
	USMEPCOM 40-1-18 - Tattoo Form	USAREC			
	SF 86 - SECURITY CLEARANCE QUESTIONNAIRE	USAREC			
	Initiate Security Clearance Request Process / Live Scan		DCA (Secret)		
	National Sex Offender Check	USAREC			
	TS/SCI Investigation - If Required by AOC	USAREC	EQUIP (TS)		
	Live Scan Results	USAREC			Results only valid for 120 days. (If clearance is not initiated within 120 days, a new Live Scan is required)
	Adverse Data Sheet (if applicable)	USAREC			Adverse/Legal History discovered through Live Scan
	Clearance Verification Memo	USAREC			Adjudicated Security Clearance is Required before an appointment can occur.
	Applicant Transcripts / Conferred Degree	USAREC			
	Constructive Credit Worksheet / DOR Calculation	USAREC			
	<u>DA Form 4572 - Statement of Understanding</u>	USAREC			
	DD 214 (All periods of Prior Service) If Prior Service	USAREC			
	DD Form 93 - Record of Emergency Data	USAREC			
	Board Results Memorandum / Packet	Board Convening Authority (USAREC, Proponent, DARRNG, OCAR)			
	Board Results Validation/Approval	DMPM			
	Original Appointment Scroll Package	USAREC (DCA) / HRC / DMPM	w/ XXX		
	DA Form 61 - Application for Appointment	USAREC			
	DA Form 160-R - Application for Active Duty	USAREC			
	SF 1199-A Direct Deposit Sign-up Form	USAREC			
	SGLV 8286 - SGLI Enrollment	USAREC			
	IRS W-4 Form (IRS Withholdings)	USAREC			
	<u>DA Form 71</u>				
	<u>Oath of Office - Military Personnel</u> (send blank doc; unsigned to be executed upon receipt & acceptance of offer memo)	Completed at DCC			
	DD 2807-2 - Accessions Medical History Report	USAREC			
	DD 2808 - Report of Medical Examination/Genesis Summary Screen/ PHA, IMR	USAREC			
	SF 507 - Clinical Record (Medical Waiver)	USAREC			
	Schedule Commissioning (Accession) Physical (MEPs or MTF)	USAREC			
	DA Form 4651 - Request for Reserve Component Assignment or Attachment	Completed by Proponent (USAR Only)			
	DA Form 3574 - Certificate of Acknowledgement and Understanding of Service Requirements (With Statutory Obligation)	Completed by Proponent (USAR Only)			
	DA Form 3575 - Certificate of Acknowledgement and Understanding of Service Requirements (Without Statutory Obligation)	Completed by Proponent (USAR Only)			



Direct Commissioning Process Map - Basic Branches/Functional Areas

(USAREC Process for RA & USAR)

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