

Headquarters  
Indiana Guard Reserve  
Indianapolis, IN 46241  
1 October 2007

INDIANA GUARD RESERVE REGULATION  
JFHQIN-IGR NO. 10-4  
Change 1

**Organization and Administration of the Indiana Guard Reserve**

**Officer and Enlisted Personnel Management**

**Summary.** This is a change to JFHQIN-IGR Reg 10-4, 1 October 2007. It requires officer candidates to enter the IGR as enlisted and enlisted applicants retain their enlisted rank until completion of OCS school.

**Suggested Improvements.** Users of this regulation are invited to send comments or suggested improvements to JFHQIN-IGR-ARP, Indianapolis, IN 46204

1. New or changed material is indicated by a ■.
2. Remove old pages and insert new pages as follows:

**Remove pages**

**3-5 & 3-8**

**Insert Pages**

**3-5 & 3-8**

3. File this transmittal sheet in front of the publication.

**F. BERRY GREEN**  
Major General, IGR  
Commander, Indiana Guard Reserve

**Official:**

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**Distribution: A,B,C**

**3-13. Appointment Procedures. Procedures for officer appointment are:**

**a. Action taken by the applicant:**

(1). Undergo a physical examination. This requirement is applicable only if the IGR is on State active duty. The physical examination will be conducted by a qualified medical officer or by a local physician or surgeon. Report of examination will be submitted on forms, with instructions, provided by the Director of Personnel. The IGR Surgeon will review and make recommendations for approval/disapproval of all physical examinations. When not on State duty, the applicant must possess a full range of motion and be able to perform standard military duties as determined by the Commanding General.

(2). Complete JFHQIN-IGR Form 1R (Application for Appointment or Enlistment)

(3). Attach the following personal records:

(a). Birth certificate or if unattainable, other documentary evidence establishing date of birth and legal name.

(b). Copies of discharge or records of prior military service (DD Form 214, NGB Form 22, discharge/Separation orders, etc.).

(c). Evidence of citizenship (if naturalized).

(d). Ecclesiastical endorsement of Chaplains, if applicable.

(e). License to practice or evidence that applicant is an Intern in a recognized hospital for medical officer appointment.

(f). License to practice or certificate of course completion in a recognized institution for nurse and EMT officer appointment.

(g). License to practice or certificate of course completion in a recognized institution for engineering officer appointment.

(h). Certificate from the Indiana Supreme Court that the applicant is a member in good standing of the American Bar Association and is entitled to engage in the practice of law in the State of Indiana, for Judge Advocate appointment.

(i). Copies of the last three Army Officer Efficiency Reports (OER) and/or Enlisted Evaluation Reports (EER) or equivalent forms from other service for all applicants with prior military service, either active or reserve component. The Commanding General may waive this requirement only in exceptional circumstances.

(j). Physical examination (when required).

(k). Personal resume. (Officer appointments: Resume must detail why applicant wants to become an officer and what he/she offers the Indiana Guard Reserve.)

(l). Photo of applicant

(m). Police check as to convictions, parolees and those on probation for violations of State and/or Federal Laws (when required).

(n). Skill Assessment Form.

b. Immediate commanding officer action. The immediate commanding officer to whom the application is submitted will:

(1). Review the application and supporting documents for completeness and accuracy.

(2). Review the unit Table of Organization (T.O.) for position and position vacancy for which the applicant is best suited. (Note: If there is no position vacancy or the individual could be utilized better in another unit, the reviewer should inform the applicant of such and with his/her approval, forward the application to that unit).

(3). If needed, prepare a letter requesting a waiver and attach to the application.

(4). Forward the application by an appropriate endorsement through channels to IGR Headquarters.

c. Headquarters IGR action:

(1). If the applicant appears to meet the qualifications for Officer Candidate status and an appropriate vacancy exists, the application will be prepared for review and consideration by the examining board. A letter will be forwarded to the applicant requesting he/she personally appear before the examining board.

(2). ■ Upon receipt of board approval of the applicant, orders will be published and forwarded to the appropriate Major Subordinate Unit Commander. The commander will ensure that the Oath of Enlistment or Reenlistment is administered and that the original signed and witnessed oath is returned to headquarters within thirty days of the date of the order (JFHQIN-IGR Form 3R will be used). The oath will reflect the effective date of enlistment as stated on the order. If the board denies the applicant, the board will inform individual at that time. The Oath of Enlistment or Reenlistment will reflect Corporal (CPL) for those non-prior personnel approved to attend Officer Candidate School. Prior service personnel will wear the rank they have attained. Upon graduation from OCS, candidates will receive the Oath of Office with the appropriate rank.

(3). ■ Officer (OC)/Warrant (WO) Candidates will be advised by the board that they have up to 24 months to complete required training before being appointed and must sign a statement of acknowledgement. Non-prior service personnel will attend Basic Training, prior to Officer Candidate School (OCS). Newly enlisted Prior Service personnel will attend a Brigade Basic Training Orientation for a duration 2-3 hours and OCS.

(4). ■ Failure to complete the required training, within the 24 months, will result in the individual being withdrawn from the OCS program and must wait an additional two (2) years before reapplying for OCS. A waiver will be considered if requested.

(5). ■ Officer/Warrant Candidates will wear OCS/WOC insignia upon entrance into the OCS class.

(6). ■ OCS/WOC applicants will not be eligible for promotion, in their enlisted rank, while in the OCS program.

(7). ■ The Acknowledgment letter will be filed in the individual's Personnel Records with a copy given to the individual and a copy sent to the IGR Training Academy.

**3-14. Request for Waiver:** Certain disqualifying (age and physical) conditions may be waived to permit an individual to be appointed as an IGR officer. In addition, prescribed entry officer grades of rank may be waived to permit a qualified applicant to be appointed at a higher grade if such suits the needs of the command and applicant possesses exceptional qualifications.

a. Requests for waiver will be prepared in Memorandum format and addressed to the Commander.

b. Requests, with all supporting documents, will be attached to the application and submitted through command channels to IGR Headquarters. Each commander, in the chain, will endorse the waiver request and make recommendations for approval or disapproval.

c. Final authority for the approval, disapproval, and waivers is the Commander, Indiana Guard Reserve.

d. Request for waivers should be the exception and not the rule.

### SECTION 3

#### ENLISTMENT - REENLISTMENT

**3-15. Purpose.** This section prescribes policy and eligibility for the enlistment and reenlistment in the Indiana Guard Reserve. This section provides for Enlistment and Reenlistment Eligibility, Examining Boards, and Waivers

**3-16. Enlistment Eligibility:**

**a. Persons eligible for enlistment:**

(1). Former members, including retirees, of the United States Army, Navy, Air Force, Marine Corps, Coast Guard, or National Guard who were Honorably separated.

(2). Former members of the ROTC, a Military Academy, or other State Defense Forces with a record of honorable service.

(3). Those who have no prior military service, but are persons of good moral character who have the desire to serve and whose personal standards are compatible with the needs and requirements of the Indiana Guard Reserve.

(4). Those who are High School graduate or obtained a GED certificate.

(5). Those who are either non-high school graduates nor GED certificate holders.

**b. Applicants will not be accepted unless there is assurance that they will be available and able to participate satisfactorily with the IGR unit concerned. They must be available for immediate order to State Active Duty in an emergency, or partial or general mobilization. The minimum acceptable attendance requirement for retention in the IGR is Fifty percent of all scheduled training, and attendance of all Annual Training encampments. Waiver of the attendance requirement will be considered if an individual contributes to the unit's mission in other areas. Such waiver must be supported by appropriate documentation and approved by the Unit/Team Commander, Brigade Commander, and the Task Force Deputy Commander.**

**3-17. Persons ineligible for Enlistment or Reenlistment without waiver:**

**a. Persons ineligible for enlistment or reenlistment unless waiver is granted by The Adjutant General, State of Indiana:**

(1). Persons who were last separated from other military service by reason of physical disability regardless of whether they meet the prescribed medical standard for enlistment.

(2). Persons on parole, probation or under suspended sentence of any criminal court.