

**Milper Message Number
15-403**

**Proponent
AOJK-CAP**

**Title
FY16 MILITARY GOVERNMENT
SPECIALIST (38G) PANEL
ANNOUNCEMENT (ARMY RESERVES)**

...Issued: [14 Dec 15]...

A. DA PAM 600-3 (COMMISSIONED OFFICER PROFESSIONAL DEVELOPMENT AND CAREER MANAGEMENT) 3 DECEMBER 2014.

B. DA PAM 611-21 (MILITARY OCCUPATIONAL CLASSIFICATION AND STRUCTURE) 22 JANUARY 2007,
<HTTPS://WWW.MILSUITE.MIL/BOOK/GROUPS/SMARTBOOKDAPAM611-21>.

C. AR 40-501 (STANDARDS OF MEDICAL FITNESS) 14 DECEMBER 2007, (RAPID ACTION REVISION, 4 AUGUST 2011).

D. AR 380-67 (PERSONNEL SECURITY PROGRAM) 24 JANUARY 2014.

1. THIS MILPER MESSAGE WILL EXPIRE 31 OCT 2016.

2. THIS MESSAGE APPLIES TO ALL USAR, NATIONAL GUARD, AND IRR OFFICER (NON-AGR) APPLICANTS FOR BRANCH TRANSFER TO MILITARY GOVERNMENT SPECIALIST (38G) AND CONTAINS OFFICER ELIGIBILITY AND APPLICATION REQUIREMENTS, WAIVER AND SELECTION PROCEDURES, AND GENERAL INFORMATION. NATIONAL GUARD AND IRR OFFICERS MUST TRANSFER TO THE USAR FOLLOWING SELECTION IN ORDER TO BE BRANCH TRANSFERRED. ADDITIONALLY, SPECIALTY BRANCH OFFICERS SUCH AS, AMEDD, JAG, AND

CHAPLAIN CORPS, MUST REQUEST AND HAVE AN APPROVED RELEASE FROM THEIR BRANCH FOLLOWING SELECTION. 38G AREA OF CONCENTRATION (AOC) LEVERAGES CIVIL SECTOR EXPERTISE INHERENT OF OFFICERS WITHIN THE UNITED STATES ARMY RESERVES (USAR). THE AOC RESIDES SOLELY IN THE USAR.

3. FY 16 PANEL DATES. THE CIVIL AFFAIRS PROPONENT WILL CONDUCT QUARTERLY 38G SELECTION PANELS BEGINNING FEBRUARY 2016. DATES OF THE SELECTION PANELS ARE: 17 FEB, 18 MAY, 17 AUG. ANY DATE CHANGES WILL BE PUBLISHED IN FUTURE MESSAGES. SUBMISSION PACKETS WILL BE ACCEPTED AS THEY ARE RECEIVED. THERE IS NO DEADLINE TO SUBMIT A PACKET; HOWEVER, ONLY PACKETS SUBMITTED ATLEAST 7 DAYS PRIOR TO PANEL CONVENE DATE WILL BE CONSIDERED FOR THAT BOARD. PACKETS RECEIVED WITHIN THE 7 DAY REQUIREMENT WILL BE CONSIDERED FOR THE NEXT QUARTER'S PANEL. WAIVER/EXCEPTION REQUESTS MUST BE RECEIVED AT CIVIL AFFAIRS PROPONENT NO LATER THAN 30 DAYS PRIOR TO PANEL CONVENE DATE.

4. DESCRIPTION OF DUTIES. THE MILITARY GOVERNMENT OFFICER MUST POSSESS EXPERTISE IN CIVILIAN CORE COMPETENCIES, REPRESENTED BY A CIVIL AFFAIRS RELATED SKILL IDENTIFIER (SI) PARAGRAPH 5, THAT SUPPORT ONE OF THE SPECIALTIES RELATED TO THE FUNCTIONS OF PUBLIC SAFETY, PUBLIC ADMINISTRATION, PUBLIC WORKS/INFRASTRUCTURE, ECONOMICS AND COMMERCE, AND PUBLIC EDUCATION AND INFORMATION. THEY ARE EXPECTED TO UNDERSTAND HOW TO UTILIZE THE CHARACTERISTICS OF THEIR CIVILIAN SKILLS TO ASSIST IN THE ACCOMPLISHMENT OF THE CORE CA TASKS IN ALL OPERATIONAL ENVIRONMENTS. CRITERIA FOR DEGREE OF PROFICIENCY CODES (CDPC) ARE USED TO EVALUATE AND IDENTIFY EXPERTISE IN CIVILIAN SPECIALTIES. MILITARY GOVERNMENT OFFICERS SERVE IN CA UNITS BASED ON THEIR CDPC TO PROVIDE CIVILIAN EXPERTISE BASED ON THEIR CIVILIAN SKILLS. MILITARY GOVERNMENT OFFICERS ENABLE THE FORCE TO ASSESS, MONITOR, PROTECT, REINFORCE, ESTABLISH, AND TRANSITION POLITICAL, ECONOMIC, SOCIAL, AND CULTURAL INSTITUTIONS AND CAPABILITIES TO ACHIEVE U.S. NATIONAL GOALS AND OBJECTIVES.

5. GENERAL QUALIFICATIONS. MUST MEET ALL REQUIREMENTS IDENTIFIED IN PARAGRAPHS 5 A THRU 5 F. PARAGRAPHS 5 A THRU 5 E ARE NOT WAIVERABLE.

A. CANDIDATES MUST POSSESS CIVILIAN EXPERTISE BASED ON THE REQUIREMENTS OF AT LEAST ONE OF THE FOLLOWING CA RELATED SKILL IDENTIFIERS LOCATED IN DA PAM 611-21, TABLE 4-3: 6C ECONOMIST/COMMERCE OFFICER, 6D PUBLIC EDUCATION OFFICER, 6E CIVILIAN SUPPLY OFFICER, 6F PUBLIC TRANSPORTATION OFFICER, 6G PUBLIC FACILITIES OFFICER, 6H PUBLIC SAFETY OFFICER, 6R PUBLIC COMMUNICATIONS OFFICER, 6U AGRICULTURAL

OFFICER, OR 6V CULTURAL AFFAIRS OFFICER.

B. CANDIDATES MUST POSSESS A SECRET SECURITY CLEARANCE IN ACCORDANCE WITH AR 380-67.

C. CANDIDATES MUST QUALIFY FOR AWARD OF A DEGREE OF PROFICIENCY CODE IDENTIFIED IN DA PAM 611-21, TABLE 4-6, AT CURRENT GRADE APPROPRIATE LEVEL OR HIGHER.

(1) 1L – BASIC FUNCTIONAL SKILL PRACTITIONER: APPROPRIATE GRADES INCLUDE 2LT – CPT. REQUIRES AWARD OF A CIVIL AFFAIRS PROPONENT SKILL IDENTIFIER FOR WHICH THIS PROFICIENCY IS TO BE APPLIED AND:

(A) APPROPRIATE BACHELOR'S DEGREE FROM AN ACCREDITED UNIVERSITY, WHICH CORRELATES TO THE SKILL IDENTIFIER UNDER CONSIDERATION FOR PROFICIENCY DESIGNATION AND:

(B) CERTIFICATE(S) OF TRAINING AND/OR OTHER EDUCATIONAL DOCUMENTATION PERTAINING TO THE SKILL IDENTIFIER UNDER CONSIDERATION.

(2) 1M – SENIOR FUNCTIONAL SKILL PRACTITIONER: APPROPRIATE GRADES INCLUDE CPT – MAJ. REQUIRES BASIC FUNCTIONAL SKILL PRACTITIONER (1L) AND POSSESS TWO OF THE FOLLOWING REQUIREMENTS:

(A) MINIMUM OF 48 MONTHS, CUMULATIVE EXPERIENCE WORKING IN CAREER FIELD CORRELATING TO THE BASIC FUNCTIONAL SKILL PRACTITIONER SI UNDER CONSIDERATION.

(B) APPROPRIATE MASTER'S DEGREE FROM AN ACCREDITED UNIVERSITY.

(C) PROFESSIONAL CERTIFICATION FROM ONE OF THE UNITED STATES ARMY JOHN F. KENNEDY SPECIAL WARFARE CENTER AND SCHOOL (USAJFKSWCS) RECOGNIZED NATIONAL CERTIFYING BODIES WHO OVERSEE THE CAREER FIELD RELATING TO THE SENIOR FUNCTIONAL SKILL PRACTITIONER SI 1M.

(3) 1N – EXPERT FUNCTIONAL SKILL PRACTITIONER: APPROPRIATE GRADES INCLUDE MAJ – LTC. REQUIRES SENIOR FUNCTIONAL SKILL PRACTITIONER SI (1M) AND:

(A) MINIMUM OF 96 MONTHS, CUMULATIVE EXPERIENCE WORKING IN CAREER FIELD CORRELATING TO THE SENIOR FUNCTIONAL SKILL PRACTITIONER SI UNDER CONSIDERATION AND:

(B) APPROPRIATE MASTER'S DEGREE FROM AN ACCREDITED UNIVERSITY AND:

(C) PROFESSIONAL CERTIFICATION FROM ONE OF THE USAJFKSWCS RECOGNIZED NATIONAL CERTIFYING BODIES WHO OVERSEE THE CAREER FIELD RELATING TO THE SENIOR FUNCTIONAL SKILL PRACTITIONER SI 1M.

(4) 1P – MASTER FUNCTIONAL SKILL PRACTITIONER: APPROPRIATE GRADES INCLUDE LTC – COL. REQUIRES EXPERT FUNCTIONAL SKILL PRACTITIONER SI (1N) PLUS A MINIMUM OF 144 MONTHS, CUMULATIVE EXPERIENCE WORKING IN CAREER FIELD CORRELATING TO THE EXPERT FUNCTIONAL SKILL PRACTITIONER SI UNDER CONSIDERATION AND:

(A) APPROPRIATE PHD FROM AN ACCREDITED UNIVERSITY AND/OR:

(B) TERMINAL PROFESSIONAL CERTIFICATION FROM ONE OF THE USAJFKSWCS RECOGNIZED NATIONAL CERTIFYING BODIES WHO OVERSEE THE CAREER FIELD RELATING TO THE EXPERT FUNCTIONAL SKILL PRACTITIONER SI 1N.

D. PME COMPLETED OR CURRENTLY ATTENDING AT GRADE APPROPRIATE LEVEL.

E. HAS NOT BEEN PASSED OVER FOR PROMOTION TO THE NEXT GRADE (WAIVERABLE IF SELCON).

F. MINIMUM PULHES IS 222221.

6. THE REQUIRED DOCUMENTS FOR APPLICATION TO BRANCH TRANSFER TO 38G (USAR ONLY) ARE LISTED BELOW. DOCUMENTS MUST BE ARRANGED IN THE ORDER LISTED. DO NOT SUBMIT ANY DOCUMENTS NOT LISTED IN THIS MESSAGE.

A. DA FORM 4187, PERSONNEL ACTION, REQUESTING BRANCH TRANSFER TO 38G. LEAVE THE SOCIAL SECURITY NUMBER (SSN) FIELD BLANK.

B. VOLUNTEER STATEMENT.

C. CURRENT COPY OF OFFICER RECORD BRIEF (ORB) OR DA FORM 2-1 PERSONNEL QUALIFICATION.

D. CURRENT DA PHOTO.

E. LAST (3) OFFICER EVALUATION REPORTS (OER).

F. DA FORM 1059 FOR ALL PROFESSIONAL MILITARY EDUCATION (PME) COURSES COMPLETED.

G. RESUMES (PROFESSIONAL AND MILITARY).

H. COLLEGE TRANSCRIPTS. TRANSCRIPTS MUST SHOW CUMULATIVE GPA, CUMULATIVE HOURS, TYPE DEGREE CONFERRED AND DATE DEGREE WAS CONFERRED.

I. COPY OF PROFESSIONAL CERTIFICATIONS / PROFESSIONAL LICENSES RELATED TO 38G SPECIALTY FOR WHICH CANDIDATE IS APPLYING.

J. DOCUMENTATION TO SUBSTANTIATE TIME WORKING IN CIVILIAN SPECIALTY RELATED TO 38G SPECIALTY FOR WHICH CANDIDATE IS APPLYING.

K. DA FORM 873 OR A STATEMENT FROM UNIT S2 IF SECURITY CLEARANCE IS NOT ANNOTATED ON THE ORB.

L. DA FORM 705 (ARMY PHYSICAL FITNESS TEST SCORECARD) WITHIN SIX MONTHS OF APPLICATION DATE. ALL APPLICANTS ARE REQUIRED MEET THE MINIMUM ARMY REQUIREMENTS FOR PHYSICAL FITNESS BASED ON THE AGE OF THE CANDIDATE. BODY FAT CONTENT SCREENING MUST BE SUBMITTED IF CANDIDATE DOES NOT MEET THE HEIGHT AND WEIGHT REQUIREMENTS.

M. DA FORM 5500 (MALES) OR DA FORM 5501 (FEMALES), IF APPLICABLE. IF APPLICANT'S DA FORM 705 PHYSICAL SHOWS SOLDIER EXCEEDED HT/WT, THE DA FORM 5500/5501 IS REQUIRED.

N. ALL DD FORMS 214, IF APPLICABLE.

O. PHA (PERIODIC HEALTH ASSESSMENT) MUST MEET STANDARDS IN AR 40-501. ALTERNATE FORMS ARE NOT PERMITTED. THE FOLLOWING STANDARDS, AT A MINIMUM, MUST BE MET:

(1) PHA MAY NOT BE OLDER THAN ONE YEAR AT THE TIME THE 38G SELECTION PANEL CONVENES.

(2) MINIMUM PULHES IS 222221.

(3) MUST BE DEPLOYABLE.

(4) ALL LAB RESULTS MUST BE SUBMITTED WITH PACKET.

(5) HEARING CONSERVATION TEST REQUIRED.

P. DA FORM 4651 (REQUEST FOR RESERVE COMPONENT ASSIGNMENT OR ATTACHMENT). ONLY FOR USAR OFFICERS NOT ASSIGNED TO A CIVIL AFFAIRS UNIT. COMPLETE BLOCKS 1 THRU 4 AND 6. THE REMAINING BLOCKS WILL BE COMPLETED BY OFFICER UPON SELECTION.

7. WAIVER AUTHORITIES. EXCEPTIONS TO POLICY RECEIVED WITH APPLICATION PACKETS WILL BE RETURNED WITHOUT ACTION. PACKETS OF APPLICANTS THAT REQUIRE AN EXCEPTION TO POLICY OR WAIVER THAT DO NOT DISCLOSE ISSUES WILL BE RETURNED WITHOUT ACTION. WAIVER APPROVAL/DISAPPROVAL AUTHORITY IS THE CIVIL AFFAIRS COMMANDANT.

8. THE FOLLOWING ARE THE MINIMUM DOCUMENTS REQUIRED TO PROCESS AN EXCEPTION TO POLICY. EXCEPTIONS TO POLICY MUST BE REQUESTED AT LEAST 30 DAYS PRIOR TO SUBMISSION OF PACKET AND REQUIRE THE ENDORSEMENT OF THE FIRST TWO COMMANDERS IN THE SOLDIER'S CHAIN OF COMMAND.

A. DA FORM 4187, PERSONNEL ACTION, (SAMPLE MAY BE REQUESTED FROM CA PROPONENT, SEE PARA 10 B.) SIGNED BY FIRST COMPANY GRADE COMMANDER (MINIMUM CPT). COMMANDER MUST RECOMMEND APPROVAL (BLOCKS 11-14).

B. DA FORM 4187, PERSONNEL ACTION, SIGNED BY LTC COMMANDER (O5) OR HIGHER. COMMANDER MUST RECOMMEND APPROVAL (BLOCKS 15C – 15I).

C. ALL COLLEGE TRANSCRIPTS AND EDUCATION CENTER MEMO. CUMULATIVE GPA AND HOURS, TYPE DEGREE AND DATE DEGREE CONFERRED MUST APPEAR ON THE TRANSCRIPTS. COPIES MUST BE CERTIFIED AND LEGIBLE.

D. DA FORM 705 (APFT CARD). OFFICERS MUST HAVE AT LEAST ONE RECORD APFT WITHIN 30 DAYS OF SUBMISSION OF REQUEST TO COMPANY COMMANDER. ALL RULES REGARDING APFT MUST BE MET (PARAGRAPH 6L).

E. UPDATED ORB OR DA FORM 2-1, PERSONNEL QUALIFICATION RECORD.

9. SUBMISSION PROCEDURES.

A. IT IS THE OFFICER'S PRIMARY RESPONSIBILITY TO COMPLETE ALL FORMS; HOWEVER, S1/G1 AT ALL LEVELS WILL MAKE EVERY ATTEMPT TO ASSIST THEIR SOLDIERS.

B. APPLICANTS WILL NOT BE PERMITTED TO SUBMIT THEIR OWN DOCUMENTS AND CORRECTIONS. ALL DOCUMENTS AND CORRECTIONS MUST BE SUBMITTED BY S1/G1 AT APPROPRIATE LEVEL.

C. IT IS THE RESPONSIBILITY OF THE APPLICANT AND SUBMITTING S1/G1 TO ENSURE ALL PERSONALLY IDENTIFIABLE INFORMATION (PII) IS REMOVED FROM THE SUBMITTED DOCUMENTS. DO NOT USE A FULL SSN ON ANY DOCUMENT; THE LAST 4 IS SUFFICIENT. LEAVE THE SSN FIELD BLANK ON THE DA FORM 4187.

D. ALL PACKETS AND WAIVER REQUESTS WILL BE SUBMITTED ELECTRONICALLY BY EMAIL TO SWCSCAPERSONNEL@SOC.MIL ONLY. SUBMIT ALL DOCUMENTS IN .PDF FORMAT UTILIZING THE FORM FILLABLE PDF DA FORM 4187 DATED MAY 2014. IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE THEIR PACKET AND/OR WAIVER REQUESTS ARE COMPLETE AND HAVE BEEN RECEIVED BY THE CA PROPONENT NLT THE DEADLINE DATES IN PARAGRAPH 3.

E. SUBMISSION OF AN APPLICATION TO THE 38G PANEL GRANTS CONSENT FOR THE EVALUATION OF RECORDS IN THE OFFICER'S OFFICIAL AND RESTRICTED FILES.

F. APPLICATION PACKET. ALL DOCUMENTS WILL BE SAVED IN .PDF FORMAT USING THE NAMING CONVENTION LISTED BELOW (INCLUDE UNDERSCORES AND LAST FOUR OF SSN). ALL DOCUMENTS WILL BE ATTACHED ELECTRONICALLY TO THE DA FORM 4187 (DO NOT USE THE XFDL VERSION) BY CLICKING ON THE ATTACHMENTS MENU BUTTON AT THE TOP OF THE FORM.

(1) CIV_RESUME_LASTNAME_LAST4_1.PDF

(2) MIL_RESUME_LASTNAME_LAST4_2.PDF

(3) DA_PHOTO_LASTNAME_LAST4_3.PDF

(4) ORB_LASTNAME_LAST4_4.PDF

(5) APPLICATION_LASTNAME_LAST4_5.PDF (INCLUDE THE FOLLOWING DOCUMENTS IN THIS ORDER: VOLUNTEER STATEMENT, OER(S), DA FORM 1059(S), COLLEGE TRANSCRIPTS, CERTIFICATIONS/LICENSES, CIVILIAN SPECIALTY WORK EXPERIENCE DOCUMENTATION, DA FORM 873 (IF CLEARANCE IS NOT ON ORB), DD 214(S), DA FORM 705, AND (IF APPLICABLE DA FORM 5500/5501.)

(6) PHA_LASTNAME_LAST4_6 (INCLUDE THE FOLLOWING DOCUMENTS IN THIS ORDER: DD FORM 2807-1, DD FORM 2808, ALL LAB RESULTS, AND EKG IF APPLICABLE.)

G. WAIVER PACKET. ALL DOCUMENTS WILL BE SAVED IN .PDF FORMAT USING THE NAMING CONVENTION LISTED BELOW (INCLUDE UNDERSCORES AND LAST FOUR OF SSN). ALL DOCUMENTS WILL BE ATTACHED ELECTRONICALLY TO THE DA FORM 4187 (DO NOT USE THE XFDL VERSION) BY CLICKING ON THE ATTACHMENTS MENU BUTTON AT THE TOP OF THE FORM.

(1) ORB_LASTNAME_LAST4_1.PDF

(2) TRANSCRIPT_N_LASTNAME_LAST4_2.PDF (N = SEQUENTIAL, I.E. TRANSCRIPT_1, TRANSCRIPT_2, EX.)

(3) DA705_LASTNAME_LAST4_3.PDF

10. ACCESSIONS.

A. SELECTED 38G VOLUNTEERS WILL HAVE THEIR CONTROL BRANCH CHANGED TO 38G. B. OFFICERS NOT CURRENTLY ASSIGNED TO A CIVIL AFFAIRS UNIT WILL NEED TO TRANSFER TO ONE WITH VALID 38G AUTHORIZATIONS. UNTIL 38G POSITIONS ARE CREATED ON MTOE DOCUMENTS, FUNCTIONAL SPECIALTY CODED 38A POSITIONS ARE AN AUTHORIZED SUBSTITUTION AS THESE POSITIONS HAVE BEEN IDENTIFIED FOR 38G CONVERSION. OFFICERS CAN CONTACT THE POCS BELOW TO IDENTIFY POSSIBLE UNITS FOR ASSIGNMENT.11. GENERAL INFORMATION.

A. FY16 38G SELECTION PANEL RESULTS WILL NORMALLY BE ANNOUNCED NLT 30 DAYS FOLLOWING THE SELECTION PANEL. LOCAL COMMANDERS ARE ENCOURAGED TO FAMILIARIZE THEMSELVES WITH THE 38G APPLICATION AND BRANCH TRANSFER PROCEDURES IN ORDER TO MINIMIZE THE IMPACT TO THEIR UNIT AND SELECTED OFFICERS.

B. MILSUITE INFORMATION PAGE:

[HTTPS://WWW.MILSUITE.MIL/BOOK/GROUPS/38G-MILITARY-GOVERNMENT-SPECIALIST-INFORMATION/OVERVIEW](https://www.milsuite.mil/book/groups/38g-military-government-specialist-information/overview)

11. CIVIL AFFAIRS POINTS OF CONTACT ARE; MR. DON BARTON AT 910-396-5794 OR EMAIL BARTOND@SOC.MIL AND MRS. LINDSEY CONDRY AT 910-432-9456 OR EMAIL LINDSEY.F.CONDRY@SOC.MIL.
