NGB FORM 62E Instructions
Form dated 20090408

***Reference your DA 2-1, PQR, ERB (if applicable), and DD214 for completing this form

FROM: Full Name  i.e. SMITH, JOHN MICHAEL

SSN: Self Explanatory

Date: Annotate date completed

THRU: The Adjutant General, State of Iowa

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

Section I

Paragraph & NGR Authority:  Commissioned Officers: Para 2-1, NGR 600-100
                        Warrant Officers: Chapter 2, NGR 600-101

*  If accepting appointment, complete both of the following blocks:

   a. “x” in the Federal Recognition as a ___________Enter grade and branch to be appointed:
      Commissioned Officer: 2LT/IN
      Warrant Officer: WOC/WO1/AG/420A

   b. “x” in the Appointment as a Reserve Officer of the Army________________ Enter grade and branch the same as above.

Section II

1. Permanent Home Address: Enter Street, City, County, State and Zip

2. Date of Birth: YYYYMMDD    Place of Birth: City, County, State

3. Race/Ethnic Group: “x” the appropriate box (Should match PQR)

4. Citizenship: Enter “By Birth” or “Naturalized” NOTE: If naturalized, Officer Accessions must also complete a naturalization memo to accompany the NGB 62E.

5. Number and Relationship of Dependents:  4 - Spouse, Son, 2-Daughters
6. Nearest Relative, Relationship, address:
Mary J. Brown, Mother, 8909 Division Street, Boone, Iowa 50036

7. Martial Status: Single, Married, Divorced, Widowed

8. Present Occupation, years experience, employer name and address:
Sales Manager, 5 Years, Best Buy, 111 Duff Ave, Ames, Iowa 50010

9. List any additional Experience and years of same
Supply Sergeant, US Army 8 years

10. Memberships in Professional Societies:
VFW, Salesmen of America

11. Decorations, citations, and commendations:
Get this straight from the DA 2-1, ERB, DD 214
Ex: ARCM-3, AAM-2, AR-GCMDL, GWOT-SVC-MDL, SW-ASIA-EXP-MDL,
ASR, Parachute Badge

12 Present Member:
Yes, SGT/E5, 92Y, 185th CSSB, Johnston, Iowa 50131

Or
No

13-17. Answer Yes or No. If yes, complete all info, requested for that block. The most common yes answers are block 16 and 17. Here are some examples of how to complete:

Block 16: Yes, 4 Jul 04, Des Moines, Iowa, Driving While Intoxicated, $300 Fine and Costs, 6 months probation, attend MADD meeting

Block 17. Yes, 10% Knee Injury during deployment operations in 2004

Section III

1. High School: Name of School, City & State, Year Graduated
Boone High School, Boone, Iowa, 1987

2. College: Name of College, City & State, dates attended, degree program, and graduated (Yes or No)
Iowa State University, Ames, Iowa, August 1987- May 1992, Bach of Bus Admin, Yes

3. Service Schools: List Name of School, City & State, dates attended, and course attended, graduated (Yes or No)
USASSI, Fort Jackson, SC/1 Jul 03-15 Aug 03/OSUT/42A Human Resources Specialist/Yes
4. Army Extension Courses: Either None or “See Attached” if a current ADLTP printout is available

**Section IV**

Top Part is for all DD214 time (IADT, Federal Schools (IERW), Mobilizations, AGR, AD, etc.)

Bottom part is for all other time: ARNG, IRR, USAR any reserve component time  
**dates should flow evenly between the 2 portions for continuous service. See attached examples**

Remarks:

For Warrant Officers (include the following):

GT Score: AFAST Score: (Aviation Only)

I, the undersigned acknowledge that upon initial appointment as an officer in the Army National Guard I am required to remain in an active status in the ARNG for the remainder of my original statutory obligation or two years, whichever is later, beginning with the effective date of my state appointment orders”.

“I, the undersigned acknowledge that upon initial appointment as an Officer Candidate or Warrant Officer Candidate in the Army National Guard I become ineligible for enlisted promotion under the Enlisted Promotion System (EPS). I will remain non-promotable until such time that my Candidate status has been removed.”

**Officer Accessions personnel will complete pages 4 and 5 prior to the individual signing on Page 4**