

## INSTRUCTIONS FOR COMPLETING DA FORM 61

1	Check Commissioned Officer - Regular Army
2	AR 27-1, Chapter 13
3	1LT or CPT (if already a Captain)
4	If ROTC, complete item 4.
5	N/A
6	Put 1 in "preference" block next to "JA" listed in branch column.
7	Applicant's name
8	If you are on active duty, or in the National Guard or Army Reserve, put grade.
9a	Applicant's social security number
9b	N/A
10	If you are on active duty, or in the National Guard or Army Reserve, put branch/MOS.
11	If you are on active duty or have prior active duty time.
12 – 16	Must be completed by all applicants (self-explanatory).
17	If you are on active duty, complete item 17.
18 – 19	Should match items 6 and 7 on DA Form 160-R.
20 – 25	Must be completed by all applicants (self-explanatory).
26	Must be completed and documentation must be attached if the answer to question 26 is "yes."
27	If you have or have had active duty service, or service in the National Guard or Army Reserve, must complete items 27-33.
34	Bar which you are a member or bar you plan to take.
36 – 38	N/A
39	If you are on ROTC educational delay status, complete item 39.
40	Complete with rank and address of current employer.
41	N/A
42	You must sign the form in order it to be processed.