



## NATIONAL GUARD BUREAU

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ARNG-HRH (RN 601)

27 May 2021

MEMORANDUM FOR The Military Personnel Management Officers of all States, Puerto Rico, Guam, the U.S. Virgin Islands and the District of Columbia

SUBJECT: Announcement of FY21/22 Army National Guard Accession Options Criteria, PPOM #21-031

1. References. See Appendix A in the enclosure for references.
2. This memorandum announces the Army National Guard (ARNG) Accession Options Criteria (AOC) for Fiscal Year (FY) 2021/2022 effective 15 June 2021. This document is maintained electronically on milSuite at <https://www.milsuite.mil/book/docs/DOC-928582>. The previous edition published as Personnel Policy Operational Memorandum (PPOM) 20-012 with Change 1, dated 1 April 2020 is hereby rescinded. The following Strength Maintenance Operational Messages (SMOMs) are also rescinded:
  - a. SMOM 18-051 (Flight Physicals for 15Q and 15W).
  - b. SMOM 18-023 (Guidance for Processing Soldiers Released From Active Duty (REFRAD) with a Temporary Medical Release).
  - c. SMOM 20-043 (Additional Screening Requirements for Applicants from High Risk Countries).
  - d. SMOM 20-054 (Waivers for Appointment and Enlistment Applicants).
  - e. SMOM 20-059 (Requests for Age Exceptions to Policy (ETP)).
  - f. SMOM 20-062 (Clarification of Qualifications for Career Management Field (CMF) 68).
  - g. SMOM 21-004 (Army Foreign Language Program Designated Language Dep 35M).
  - h. SMOM 21-012 (Requesting Exception to Policy for Prior Service Refresher Training).
  - i. SMOM 21-015 (Requests for Tattoo Exceptions to Policy (ETP)).

ARNG-HRH (RN 601)

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j. SMOM 21-017 (Exception to US Citizenship Requirement for US Nationals to Apply for the SMP).

k. SMOM 21-021 (Expedited Screening Protocol (ESP)).

l. SMOM 21-026 (Clarifying Guidance Regarding NGB Form 902).

3. This memorandum rescinds Personnel Policy Operational Memorandum (PPOM) 20-034 (Updated Naturalization Policy), 8 September 2020 and PPOM 18-015 (Drug Testing and Prevention Education for ARNG RSP Soldiers), 1 May 2018.

4. New or updated forms resulting from this revision include:

a. HRR Form 908, Enlisted DMPM Medical Waiver Request Checklist.

b. NGB Form 594, Annex to DD Form 4 for ARNG Civilian Acquired Skill (CASP).

5. Enlistment options are listed in both AR 601-210 and the AOC. They only apply to enlisting applicants into the ARNG.

6. ARNG-HRH continues to manage ARNG accession options policy and issue updated editions as required to keep pace with changing requirements.

7. Point of contact for this memorandum is Mr. Scott A. Spencer, Chief, Recruiting Operations Branch, at email: [scott.a.spencer7.civ@us.army.mil](mailto:scott.a.spencer7.civ@us.army.mil) or phone (703) 607-2998.

Encl

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GILBERT S. MORALES, JR.  
Chief, Personnel Policy Division

PPOM 21-031

**ARNG**  
**Accession**  
**Options Criteria**



National Guard Bureau  
Arlington, Virginia  
15 June 2021

UNCLASSIFIED

# ***SUMMARY of CHANGE***

PPOM 20-012 ARNG Accession Options Criteria with Change One, effective 1 April 2020 is rescinded and replaced by PPOM 21-031 ARNG Accession Options Criteria, dated 15 June 2021 with the following changes:

- Adds chapter 8 and 9 as exceptions to chapters formatted with AR 601-210 (para 1-1)
- Updates original documents required for applicant processing at MEPS (par 2-1)
- Adds guidance for processing applicants with a Puerto Rico birth certificate and a US Passport (para 2-1)
- Updates guidance for processing religious accommodation waivers (para 2-2)
- Updates Leader First processing requirements (para 2-2)
- Updates processing requirements for single parent consent (para 2-3)
- Adds processing guidance for applicants classified as derived U.S. citizens (para 2-4)
- Clarifies use of I-551 card use for verifying applicant's name (para 2-5)
- Adds guidance for SSN Enlist/DEP missing document exception workflow (para 2-6)
- Adds AICE to list of education document credentialing organizations (para 2-7)
- Replaces the terms "waiver" and "ETP" with "override" for aptitude and vision exceptions to established proponent standards in DA PAM 611-21 (para 2-8)
- Updates guidance for applicant processing for MOS requiring a driver's license (para 2-8)
- Adds guidance for processing applicants for MOSs 15Q and 15W (para 2-8)
- Adds guidance for applicant's drug usage history specific to CMF 68 (para 2-8)
- Updates additional screening requirements for applicant from high risk countries (para 2-8 and Appx D)
- Adds guidance for the MCST for testing depth perception at MEPS (para 2-9)
- Updates processing instructions for uploading JAG determination in applicant's profile (para 2-10)
- Adds Conduct and administrative criteria (para 2-11)
- Moves Background Investigations and vetting requirements from para 2-14 to Appx F titled Expedited Screening Protocol (ESP)
- Updates authorized enlistment pay grades from personnel without prior service (2-18)
- Moves guidance for processing prior service field enlistments to para 5-5 (para 3-2)
- Moves age ETP guidance to para 4-11 (para 3-3)

- Updates documents to verify aptitude scores for GNPS/PS applicants (para 3-6)
- Replaces the term “Chapter 2 Physical” with “DoDI 6130.03, Vol 1 Physical” (para 3-7)
- Updates MEPS physical processing requirements and procedures (para 3-7)
- Updates processing instructions for uploading JAG determination (para 3-8)
- Updates link to perform Live Scan procedures (para 3-9)
- Updates PS/GNPS applicant authorized enlistment periods as outlined in AD 2021-12 (para 3-14)
- Updates enlistment pay grade guidance for reserve component enlistment (para 3-17)
- Adds Warrior Transition Course (WTC) to acceptable training in place of Army BCT (para 3-18)
- Adds guidance for requesting an ETP for applicant that requires BCT (para 3-18 and para 4-13)
- Updates procedures for completing the DD Form 368 Conditional Release (para 3-19)
- Recognizes DoDI 6130.03 Vol 1 as the authority established for physical standards and waiver processing for medical disqualifications (para 4-1)
- Adds the term “Waiver Analyst” (para 4-2 and glossary)
- Updates waiver approval authority (para 4-4)
- Updates guidance for processing Urgent Medical Waivers (para 4-6)
- Corrects number of DARNG waivers to make applicant ineligible for enlistment (para 4-7)
- Updates Conduct Waiver procedures (para 4-8)
- Updates Administrative Waiver procedures (para 4-9)
- Updates DMPM Waiver procedures (para 4-10)
- Updates DMPM Age ETP processing procedures (para 4-11)
- Adds guidance for processing tattoo and branding ETPs (para 4-12)
- Adds guidance for PS BCT requirement ETPs (para 4-13)
- Adds guidance for use of HRR Form 908 for DMPM medical waiver processing (para 4-14)
- Updates waiver processing guidance for positive BAT/DAT (4-15)
- Updates Table 4-1 Waiver authority for law violations/criminal offenses (Table 4-1)
- Updates Table 4-2 PS/GNPS military separations/discharges (Table 4-2)
- Updates Table 4-3 Suitability review and authority (Table 4-3)
- Updates post enlistment arrest procedures (para 4-19)
- Updates procedures for applicants who are determined to have conceal offences after enlistment (para 4-20)

- Updates police record check procedures (para 5-2)
- Updates prohibitions for female applicants enlisting into infantry and armor units (para 5-3)
- Updates Recruit Force Pool (RFP) guidance (para 5-30)
- Updates training seat management (para 5-59)
- Updates Table 5-1 Authorized MOSs for Split Training Option (STO) (Table 5-1)
- Removes guidance for PS applicants processed outside of MEPS (para 6-2)
- Updates guidance for managing ARNG vacancies (para 6-8 and para 6-9)
- Clarifies enlistment grade and processing for ARNG CASP (Chapter 7)
- Updates Table 7-1 and added MOSs 35M and 35P to authorized CASP MOSs (Table 7-1)
- Updates Table 7-2 and removes antiquated option that do not apply to ARNG CASP (Table 7-2)
- Adds Chapter 8 Post-shipment MOS reclassification actions (Chapter 8)
- Adds template for completing DA 4187 for Post Shipment MOS Reclassification (Figure 8-1)
- Reassigns paragraph sequencing for Chapter 9 (no longer follows AR 601-210)
- Updates requirements and processing for OCS enlistment option (09S) (para 9-1)
- Updates requirements and processing for WOCS enlistment option (09W) (para 9-2)
- Updates requirements and processing for ROTC/SMP enlistment options (09R1/09R2) (para 9-3)
- Updates processing procedures for ARNG College First enlistment option (para 9-5)
- Adds ARNG Special Forces (18X) enlistment option (para 9-6)
- Updates Appendix A References (Appx A)
- Updates Appendix B Supporting Documents
- Removes Appendix C “Whole Person Concept” (refer to AR 601-210) and adds Appendix C “Requirements for the certification of honorable service for members of the selected reserve of the ready reserve and members of the active component for the purposes of naturalization” (Appx C)
- Removes Appendix D “Live Scan Procedures” (refer to para 3-9) and Adds Appendix D “Additional screening requirements for applicants from high risk countries” (Appx D)
- Removes Appendix E “DMPM Exception and Waivers” (refer to Chapter 4) and adds Appendix E “Guidance for processing Warriors Released From Active Duty (REFRAD) with a temporary medical release” (Appx E)
- Updates Expedited Screening Protocol (ESP) (Appx F)
- Adds Drug testing and prevention education for ARNG RSP Warriors (Appx I)

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## **Chapter 1 Introduction**

### **1-1. Purpose**

This policy prescribes eligibility criteria governing the enlistment of persons, with or without prior service (PS), into the Army National Guard (ARNG). It provides policies and procedures to process applicants for enlistment in the ARNG using specific options. This policy is intended to be used in conjunction with AR 601-210; it is not a supplement. This policy supersedes previous editions. This policy is formatted so chapters (with exception to chapters 4, 8, and 9) are formatted with AR 601-210. See AR 601-210 for chapters not listed in this policy.

### **1-2. References**

See Appendix A.

### **1-3. Explanation of abbreviations and terms**

See glossary.

## **Chapter 2**

### **Enlistment in the Army National Guard for Non-Prior Service applicants**

#### **2-1. Source documents**

a. Original documents below are required for all applicants for day of processing at MEPS in order to enlist.

- (1) Birth verification
- (2) Education verification
- (3) Marital verification
- (4) Social Security verification
- (5) Valid photo ID
- (6) 1966/5 and 1966/4 if applicable
- (7) Documentation for advanced pay grade if applicable

b. All Puerto Rico (PR) birth certificates that were issued prior to 1 July 2010 are not valid, which conforms to Puerto Rico Law 191. Applicants with a PR birth certificate containing the serial numbers listed below or a birth certificate that was issued prior to 1 July 2010 are not eligible for enlistment. They will be required to obtain another valid form of birth verification (see AR 601-210 Chapter 2). This applies to applicants and their dependents. Recruiters will check and verify that the serial numbers on all birth certificates from PR do not contain numbers within the ranges below:

- (1) 6988901 through 6990400
- (2) 7079201 through 7081600
- (3) D6103001 through D6103500

c. A US Passport issued for five or more years (expired or current) can be used to verify Place of Birth (POB), Date of Birth (DOB), US Citizenship, and as photo ID.

## **2-2. Basic eligibility criteria for all Non-Prior Service applicants**

a. All Non-Prior Service (NPS) and Glossary Non-Prior Service (GNPS) applicants enlisting into the ARNG are required to be in a deployable status within 24 months of enlistment. Federal law prohibits delays beyond 24 months.

(1) Soldiers/Warriors failing to become deployable within 24 months of enlistment must be discharged as outlined in NGR 600-200.

(2) Officer Candidates are required to become deployable as outlined in chapter 9 below.

b. *Religious Accommodations.* This guidance is for processing religious accommodation waivers to Army uniform or grooming standards as outlined in AR 670-1. These procedures are detailed in NGR 600-200 para 1-10 and apply to all ARNG applicants applying for enlistment or appointment that wish to request a religious accommodation waiver. Religious accommodation memorandum templates are available at the link below to aid States/RRBs in processing requests <https://www.milsuite.mil/book/groups/strength-maintenance-doctrine-cell/overview>.

c. *Leaders First.* Only assign Reserve Component (RC) female enlisted Soldiers to maneuver units that have met the Leaders First conditions. Leaders First for the RC is a program to ensure junior enlisted female Soldiers are only assigned to infantry and armor units where a minimum of one (1) female leader (officer or NCO) in any career field are assigned 30 days prior to accession. For the purpose of this program, an NCO leader is defined as an E-5 (SGT) and above. A memorandum from the gaining unit will be uploaded prior to the projection stating the Leaders First requirements have been met. For more information regarding Leaders First, see PPOM 20-022 (Updated Army National Guard Full Gender Integration Implementation and Risk Management Plan for the Assignment of Female Soldiers) dated 21 June 2020.

## **2-3. Age**

a. Applicants 17 years of age (with parental consent). All applicants must be accessed on or before their 35th birthday. Exceptions to policy for this requirement are outlined in chapter 4.

b. *Single parent consent.*

(1) When obtaining single parent signature and no source document is available (other parent abandonment, whereabouts unknown, etc.), the parent will write an explanation in the remarks block of the DD Form 1966 page 4 and sign/date. The recruiter, or other qualified representative, will then print name, sign and date as witness. Block 41 on page 5 of the DD Form 1966 will not be used for the single written explanation and signatures.

(2) When obtaining single parent signature when a source document (divorce decree, death certificate, etc.) is available for verification, the recruiter obtaining parental consent will reference the document used, document number, place filed, and sign and date in Block 41 of the DD Form 1966. The recruiter, or other qualified representative, will then print name/sign/date as a witness.

## 2-4. Citizenship

a. Applicants born outside of the United States or Territories must show proof of U.S. citizenship at the time of enlistment. The following documents are authorized as proof:

- (1) U.S. Passport
- (2) FS Form 240 (Consular Report of Birth Abroad of U.S. Citizenship)
- (3) FS Form 545 (Certification of Birth Abroad of U.S. Citizen)
- (4) INS or USCIS Form N-550/551/570 (Naturalization Certificate) (must have birth certificate to verify place of birth)
- (5) INS or USCIS Form N-560/561 (Citizenship Certificate)
- (6) USCIS Systematic Alien Verification for Entitlement (SAVE) verification screen (valid for enlistment only, must have valid I-551 card to ship)

b. *Lawful Permanent Resident (LPR)*. The USCIS Form I-551 must be valid for more than six months from the ship date (phase 2 ship-date if applicable). See chapter 5, para 5-53 for Processing Requirements for Lawful Permanent Residents (LPR).

(1) USCIS Form I-797 or online receipt, showing that the permanent resident status has been renewed or extended, and a period of extension, is valid for enlistment. The receipt must extend the validity of the USCIS I-551 card for six months beyond the ship date to Initial Active Duty Training (IADT).

(2) Any applicant with an USCIS I-551 that will expire within one year after enlistment date requires a citizenship suitability approved by ARNG-HRR-O-ASO (Accession Suitability Office) prior to enlistment. Use of an over-stamped foreign passport with a USCIS stamp showing that it is considered as an I-551 card for one year is authorized.

(3) Applicants with a Conditional I-551 card (cards that expire two years from the issued date) require an approved citizenship exception from the ARNG-HRR-O-ASO to enlist. Applicants will be allowed to ship as long as the I-551 card extension will not expire within six months of the ship date. For I-551 GC processing see chapter 5, paragraph 5-53.

c. Naturalized citizens (N-550) must have a birth certificate written in English, translated to English or a U.S. Passport to access into the ARNG.

d. *Derived US citizens*. Applicants adopted from abroad as children, that do not have a USCIS N-560/561 Certificate of Citizenship, or a US passport issued for 5 years or more, may request an ETP to enlist as a US Citizen provided they have a full US court order certifying their adoption and a US State or US Territory issued birth certificate registering their birth abroad. Applicants not having these documents are not authorized to enlist until they have full citizenship documentation.

e. Applicants born in American Samoa, Federated States of Micronesia, Palau, Republic of the Marshall Islands, and the Commonwealth of the Northern Mariana Islands that are not naturalized US Citizens are not authorized to enlist for an MOS that requires a clearance. Recruiting personnel will select "Non U.S Citizen Foreign Nationals" in the applicant's profile and place "individual is not a US citizen but born in a US territory which allows them to enlist into the US military" in the comments block.

## 2-5. Name

When using the name from the I-551 card it should be the applicant's full name as it appears on the front (if issued before 1 May 2017) or back of the card (if issued on or

after 1 May 2017) as outlined by the United States Citizenship and Immigration Services (USCIS). Questionable cases will be sent to ARNG-HRR-O-ASO for review via citizenship workflow.

## **2-6. Social security number**

The following documents may be used to verify social security numbers:

a. Social security card issued by the Social Security Administration (SSA). Issued card must be original and legible. Laminated cards are valid. An approved "Enlist/DEP Missing Document" exception workflow is required to enlist using the documents in para 2-6b and e below.

b. Completed SS-5 (Application for Social Security Card). SS-5 must be signed by the applicant and include receipt from Social Security Administration official, indicating the application for a replacement has been received.

c. DD Form 214/215

d. NGB Form 22

**e. IRS Form W-2**

f. Social security number stub

g. Social security number identification printout, must be provided by SSA

## **2-7. Education**

The Army National Guard, in coordination with USAREC Education Specialists, will verify the education credentials of covered graduate applicants as needed with authorized state education verification personnel. This is to ensure the school concerned is legally operating, or the program of secondary education complies with the education laws of the State the person resides. In addition to this verification, authorized ARNG personnel will conduct individual tier evaluations of official transcripts, as outlined in USAREC Regulation 601-210, Appendix N and using USAREC Form 601-210.41, (Tier Evaluation Worksheets), for education institutions reflecting the "TE" code in Headquarters Support System/Force Structure and Zip Code Realignment System (FAZR).

a. *Tier Evaluations (TE)*. Individual TE are conducted using official transcripts for applicants whose education institutions are "TE" in HSS/FAZR. TE are processed in the following manner:

(1) TE will be conducted on all applicants who are currently enrolled, completed, or graduated from a secondary school (public, non-public, adult, alternative, or charter) listed as TE in HSS/FAZR.

(2) TE will be conducted using USAREC Form 601-210.41 (Tier Evaluation Worksheet) on all applicants. Any public charter school coded as T1, which functions like a traditional public high school, does not require a TE. The USAREC Form 601-210.41 is not to be used for evaluating foreign education documents.

(3) The Recruiting and Retention Battalion (RRB) XO or Operations Officer (commissioned officer or civilian) will evaluate individual transcript evaluations. Questionable evaluations will be elevated within the RRB for final determination.

(4) Applicants meeting the following criteria will be classified as a Tier I:

(a) Attended and completed a teacher directed, structured (teacher-student classroom environment), credit-based program of instruction.

(b) Issued a diploma from a school or program whose course content and curriculum are similar to a traditional credit-based program or school.

(c) Considering all schools and programs, applicants must have successfully completed a minimum of 11 years (three years of high school, mandatory attendance-based, classroom setting) of classroom credit based education.

(d) Must have earned 50 percent of the credits in an attendance-based, structured classroom and teach-directed environment from the school that issued the diploma.

(5) USAREC Form 601-210.41 must be uploaded in RZ.

(6) Exceptions to policy may be submitted to ARNG-HRR and will be processed on a case-by-case basis.

(7) Tier II applicants must be 17 years of age or older to enlist.

(8) Tier III applicants are individuals who are not currently in a secondary education program and do not have a diploma or credential (*This category is currently closed*).

*b. Education Verification.*

(1) Applicants who are coded with a high school status must have an NGB Form 900 (High School Verification) completed prior to enlistment.

(2) Applicants currently enrolled in college are required to complete NGB Form 901 (College Enrollment Verification) to assist with training seat selection and adjust the ship window.

(3) Transcripts used to verify education must be uploaded in Recruiter Zone. This will ensure the transcript is filed in the interactive Personnel Electronic Records Management System (iPERMS) for future transactions. Diplomas or transcripts are authorized for enlistment.

(4) The transcript is not required to be in a sealed envelope from the institution.

(5) A qualifying transcript is outlined in AR 601-210 para 2-1d and is a transcript from any accredited educational institution recognized by the U.S. Department of Education (<http://ope.ed.gov/accreditation>) or by the Council for Higher Education Accreditation ([www.chea.org](http://www.chea.org)).

c. Applicants completing high school, or having college credits from foreign colleges or universities, must have their documents evaluated and accredited by a State board of education or by any degree granting college or university. Evaluations of foreign transcripts will be accepted from any degree granting institution accredited by any accrediting organization recognized by the U.S. Department of Education, any member of the Association of International Credential Evaluators (AICE), or National Association of Credential Services (NACES). As an exception to this guidance, foreign credential evaluations from organizations not mentioned above may be forwarded by ARNG-HRR-O-ASO to Army G-1 (DAPE-MPA) for consideration.

d. For clarification related to any education verification, a suitability review will be completed through ARNG-HRR-O-ASO.

## **2-8. Trainability**

a. NPS/GNPS applicants are eligible for enlistment provided they meet the minimum criteria for enlistment as well as MOS specific test requirements. Applicants must be



able to sufficiently speak, read, and write using the English language to understand the oath of enlistment and TECH check security interview.

b. Test Score Category (CAT) and education requirements for enlistment are –

(1) CAT-I (AFQT 93-99), high school diploma graduate (HSDG)/ alternate high school credential holder (AHSCH)/ general equivalency diploma holder (GEDH)/ general equivalency diploma via Youth Challenge Program (GEDX)/ high school senior (HSSR)/ currently in high school junior (CIHSJR)/ non high school graduate (NHSG).

(2) CAT-II (AFQT 65-92), HSDG/ AHSCH/ GEDH/ GEDX/ HSSR/ CIHSJR/ NHSG.

(3) CAT-IIIA (AFQT 50-64), HSDG/ AHSCH/ GEDH/ GEDX/ HSSR/ CIHSJR/ NHSG.

(4) CAT-IIIB (AFQT 31-49), HSDG/ AHSCH/ GEDH/ GEDX/ HSSR/ CIHSJR/ NHSG.

(5) CAT-IVA (AFQT 16-30), HSDG/ HSSR/ AHSCH/ GEDH/ GEDX

(a) Applicants who require a DARNG level conduct waiver are not eligible for enlistment.

(b) MEPS GC must obtain a control number and CAT override from the REQUEST Operations Center, prior to enlisting a CAT-IVA applicant.

(c) Applicants must enlist into an MOS that meets the need of the organization and ship to IADT within assigned ship window set by the REQUEST Operations Center (ROC). See current MEPS processing policy for additional requirements. See chapter 9, para 9-4 for FLRI (09C) enlistment option.

(6) CAT-IVB (AFQT 10-15), Ineligible for enlistment.

(7) CAT-V (AFQT 1-9), Ineligible for enlistment.

c. *Aptitude overrides*. These exceptions are processed by MEPS GC to ARNG-HRR-ROC.

(1) Telephonic or electronic overrides up to five points for select MOSs are authorized. Points are not authorized to be split between multiple categories.

(2) Aptitude overrides are not authorized in the general technical (GT) area, except MOS 68W, which is authorized a three point GT override.

(3) Aptitude overrides for MOS 89B will not exceed three points.

(4) Aptitude area overrides are not authorized for NPS/GNPS in MOS 13T, 27D, 42A or 89D. Aptitude area overrides are not authorized for the following CMFs 14, 15, 18, 25, 31, 35 or 68 (except 68G and 68W).

d. *Color vision override*. These exceptions are processed by MEPS GC to ARNG-HRR-ROC.

(1) CMF 31, 42, and MOSs 12W and 88M will be considered for red-green color vision overrides.

(2) MOSs 12C and 92G will be considered for colorblind overrides.

e. *Proponent ETP*. These exceptions are processed through ARNG-HRR-O-ASO.

(1) Exceptions for MOS qualifications will be considered on a case-by-case basis as outlined in DA Pam 611-21. Only the CMF proponent can grant exceptions to DA Pam 611-21 via workflow from the ARNG-HRR-O-ASO.

(2) Meritorious cases will be forwarded to the ARNG-HRR-O-ASO after meeting all enlistment qualifications. Contact the ARNG-HRR-O-ASO for required exception documentation.

(3) All proponent exceptions require a MIRS 680ADP with line scores.

f. *Driver's License*. Applicants, who are applying for enlistment into a Military Occupational Specialty (MOS) that requires a valid motor vehicle driver's license, must possess a valid driver's license at the time of enlistment. The driver's license must remain valid throughout the duration of the required training. A suspended driver's license is not consider valid. Exceptions for this requirement may be granted for enlistment purposes only (ARNG-HRR-ROC). When an exception is granted, the applicant must obtain a driver's license prior to shipping to IADT.

(1) Temporary paper copy license granting full driving privilege is acceptable, when it is a valid license within the issuing State and will not expire during the phase of training.

(2) Recruiters, Recruit Sustainment Program staff, and MEPS Guidance Counselors must be attentive to the expiration date of the driver's license and have awareness of State requirements when requesting a driver's license for military members. Questions related to these rules will be directed to the State Department of Motor Vehicles.

(3) The MEPS GC will validate the driver's license requirements during the before ship quality check.

g. All 15Q and 15W Warriors must be shipped to Fort Jackson for BCT for flight physicals. Applicants that do not pass the flight physical will be reclassified into another MOS. GCs will ensure the DD Form 1966 is properly annotated in "Remarks Review" with three alternate MOSs.

h. *Drug usage* (applies to all CMF 68). No history of alcoholism, drug addiction, indiscriminate use of habit forming or dangerous drugs, or drug activity. Indiscriminate use is defined below:

(1) One time use of marijuana is not considered a disqualification.

(2) Use of marijuana within six months of processing for enlistment is considered disqualifying.

(3) Use of marijuana three times or more is considered disqualifying.

(4) Uncertain cases concerning marijuana or other drug use will be forwarded to via workflow. The ARNG-HRR-O-ASO will forward these cases to the proponent for determination.

(5) Any potential applicant requesting a 68 series MOS who has been charged with an alcohol related offense, regardless of disposition, will be forwarded to ARNG-HRR-O-ASO via workflow. The ARNG-HRR-O-ASO will forward these cases to the proponent for determination.

i. *Additional Screening Requirements for Applicants from High Risk Countries*. See Appendix D.

## **2-9. Physical**

*Implementation of the Multiple Circle Stereopsis Test (MCST) for Military Occupational Specialty*. The Armed Forces Vision Test (AFVT) used on the OPTEK 2300 is no longer utilized for depth perception testing. The MCST is now utilized at the MEPS to conduct depth perception testing based on individual service requirements. Depth perception and the ARC Visual Stereoscopic Acuity test is a requirement for MOSs 12Y

(Geospatial Engineer), 25V (Combat Documentation/Production Specialist), and 35G (Imagery Analyst).

a. Applicants who have a temporary reservation for one of these three MOSs will be scheduled for MCST testing when the initial physical is scheduled. Each MEPS will administer the MCST on demand for the three MOSs identified. Guidance Counselors (GCs) are responsible for ensuring the test has been completed and passed. All other testing will occur the day of reservation processing provided MEPS medical personnel are still present.

b. Recruiters or MEPS GCs will project the applicant for medical processing and annotate: "MCST required for MOS" in the remarks. MEPS GCs will ensure the DD Form 2808 Block 67 is annotated with the MCST score.

(1) A qualifying MCST score for the MOSs above are:

(a) A-D/9

(b) A-D/10

(c) A-D/11

(d) A-D/12

(2) To ensure each applicant possesses qualifying scores the MEPS GC must review the DD Form 2808 prior to pulling a reservation or converting a temporary reservation to a permanent reservation.

c. *Recruit Sustainment Program (RSP)*. All current RSP Warriors who have enlisted on or before 26 July 2019 for one of the MOSs listed using AFVT are considered "grandfathered" and require no additional tests. RSP Warriors that enlisted after 26 July 2019 into one of the specified MOSs must take the MCST. RSP Warriors who fail the MCST will be required to renegotiate their enlistment agreement or be discharged under the provisions of AR 135-178 for Defective Enlistment Agreement. There are no exceptions for this requirement.

## **2-10. Dependents**

Cases regarding dependents, custody, and parental consent that are questionable or not clearly identified within AR 601-210 or this policy must be submitted to the State JAG for clarification. Upload JAG determination to the "Dependents" documents in the applicant's profile if applicable.

## **2-11. Conduct and administrative criteria**

a. If a city or county does not have their own police agency and/or is covered by another agency, and/or arrest records are maintained by another agency, the RRNCO will have a statement written in block 12 of DD Form 369 explaining which agency has jurisdiction over that area. The RRNCO will complete blocks 14 through 16, and enter the city name in the agency block.

b. If law enforcement agencies will not complete DD Form 369, but will allow recruiting personnel to view the records, the recruiter will complete and sign the DD Form 369. In so doing, the recruiter will include a comment to the effect that they have viewed the police records that relate to the alleged offense or offenses.

c. If city and/or county police agencies claim that they report all arrests and citations to their state website, they must state so in writing in the same manner as AR 601-210 para 2-11e. The use of USAREC Police Agency List (PAL) is not authorized.

d. Applicants with disqualifications:

(1) Applicants who claim the following conduct offenses require the police agency report, court document, or other records to clearly identify the other person involved:

- (a) Assault, simple assault, fighting, or battery.
- (b) Domestic battery and/or violence.
- (c) Unauthorized use of a vehicle or joyriding.

(2) Applicants who claim the following conduct offenses require the police agency report, court document, or other records with the dollar value to determine the offense level:

- (a) Check, worthless, making or uttering, with intent to defraud or deceive.
- (b) Illegal and/or fraudulent use of a credit card, bankcard, or automated card.
- (c) Grand larceny, larceny, or conversion.
- (d) Stolen property, knowingly received.

(3) Applicants who claim the following conduct offenses require police agency report or other records to determine the nature of the offense:

- (a) Indecent exposure.
- (b) Contributing to delinquency of minor.
- (c) Any offense that originated as a charge that was sexual in nature.

(4) Applicants that receive additional punishment (i.e.: additional fine, suspended license, extended probation, etc.) for failure to appear, failure to pay fine, or contempt of court is considered an Other Adverse Disposition (OAD). Questionable cases are to be sent to ARNG-HRR-O-ASO for suitability review.

e. The USAREC Form 601-210.02 is used to obtain court dispositions only when original court documents are unavailable. The will be filled out by court or probation officials. When a court will not complete the form, but will allow recruiting personnel to view the records, the recruiter will complete and sign the form. The recruiter will include a comment reflecting they have viewed the court records that relate to the alleged offense or offenses.

f. *Sex offender check.* The National Sex Offender Public Website (NSOPW)

(1) All applicants processing for the ARNG to include in-service commissioning programs: OCS, WOFT, Warrant Officer, Chaplains and Chaplain Candidates, Health Care Professionals, and in- service applicants will have an HRR Form 369 completed and a sex offender query conducted prior to enlistment.

(2) The name on the query must be entered as outlined in AR 601-210, chapter 2 para 2-5.

(3) The name(s) on the query will correspond to the name on the social security card and any other name listed under Section 5 on the Standard Form 86 (first name and last name only).

(4) Recruiting personnel will access the website at: <http://www.nsopr.gov/>.

(5) Steps to obtain National Sex Offender queries:

(a) Log onto the NSOPR link, input the applicant's name, and click on search for Sex Offender, follow the guidelines for the search.

(b) Print the first page with the results of the query and add the name of recruiting personnel obtaining the query, signature of recruiting personnel, date of query, and applicant name and PRID.

(6) If the query results in a name match, each result must be thoroughly screened to ensure the results do not belong to the applicant in question. Most common disparity will be with age, race and photos that may be available. If results are negative, the recruiter will enter on the screen shot of the first page "Results are negative, name matches do not belong to name and PRID."

(7) If the state search that an applicant has professed to live, work or attend(ed) school is not functioning, a later search is required so the state can be queried or DD Form 369 labeled "Sexual Offender File Search" at the state level is required. No one will enlist without all the required "sexual offender file" check(s), for all official names held such as maiden (if applicable) and assumed name. Example: "New York: The jurisdictions server is temporarily unavailable". "Please try again later."

(8) The first page listed in paragraph (6) above or DD Form 369 labeled "Sexual Offender File Search" is required and must be uploaded in ERM in the waiver folder under "Sexual Offender File Search". There is no requirement to upload the whole search result.

(9) Anyone registered as a sex offender will not enlist. If there are questionable cases after running all required queries and DD Form 369(s) the State Operations will make the final determination of enlistment eligibility. If the applicant continues to dispute the fact that he/she is not a registered sex offender forward the review to Accessions Suitability Office via a suitability workflow.

## **2-14. Background investigations and vetting requirements**

See Appendix F.

## **2-16. Authorized enlistment periods**

a. NPS applicants will be enlisted for eight years. Active participation in an ARNG unit is service in the Selected Reserve (SELRES). An applicant may elect one of the following options:

(1) 8 x 0 (eight years SELRES). This option requires the Soldier to remain an active participant in an ARNG unit for eight years.

(2) 6 x 2 (six years SELRES). This option requires the Soldier to remain an active participant in an ARNG unit for six years with two years remaining MSO.

(3) 4 x 4 (four years SELRES). This option requires the Soldier to remain an active participant in an ARNG unit for four years with four years remaining MSO.

(4) 3 x 5 (three years SELRES). This option requires the Soldier to remain an active participant in an ARNG unit for three years with five years remaining MSO.

b. Soldiers may request to remain assigned to the SELRES at the end of their contractual obligation, or extend their enlistment agreement in the ARNG SELRES, or immediately reenlist at the end of their contractual obligation. Soldiers who elect not to extend or immediately reenlist will be discharged and assigned to the IRR as outlined in NGR 600-200.

c. Soldiers who are actively participating in an ARNG unit may request transfer to the ING as an alternative to serving in the Individual Ready Reserve (IRR) of the United States Army Reserve (USAR) in order to fulfill their MSO in which conforms with NGR 614-1. Soldiers must execute a DA Form 4836 for the remaining period.

## **2-18. Enlistment pay grades from personnel without Prior Service**

Applicants that meet basic enlistment eligibility are authorized an advancement in grade, provided they qualify according to the criteria outlined below.

a. *JROTC*. Has successfully completed two years of Junior Reserve Officers' Training Corps (ROTC), or a National Defense Cadet Corps Program, may enlist at pay grade E-2. Has successfully completed three or more years of Junior ROTC, may enlist at pay grade E-3.

b. *SROTC*. Has successfully completed two or more academic years of SROTC, may enlist at pay grade E-3.

c. *Air Force Civil Air Patrol*. Has completed all Phase II requirements of the Air Force Air Patrol, and has been awarded the Billy Mitchell Award, may enlist at pay grade E-3.

d. *Naval Sea Cadet Corps*. Has taken part in the Naval Sea Cadets Corps, and has been awarded NSCADM 024 (Certificate Advancement), may enlist at pay grade E-3.

e. *Boy Scout Eagle Certificate*. Has been awarded the Boy Scout Eagle certificate as a member of the Boy Scouts of America or the Sea Scout Quartermaster Award certificate or the Venturing Scout Silver Award, may enlist at pay grade E-3.

f. *Girl Scout Gold Award*. Has earned the Girl Scout Gold award certificate as a member of the Girl Scouts of America, may enlist at pay grade E-3.

g. An applicant may enlist in pay grade E-3, if he or she meets a combination of any two of the requirements listed in paragraph 2-18a of AR 601-210. For example, an applicant may enlist in pay grade E-3 if the applicant has 24 semester hours of college and two years of JROTC.

## **Chapter 3**

### **Enlistment in the Army National Guard for Prior Service applicants**

#### **3-1. General**

This chapter adds clarification to basic eligibility criteria for PS applicants for enlistment in the ARNG. Refer to AR 601-210 and chapter 2 of this publication for name, social security verification, education, and background investigations.

#### **3-2. Basic eligibility criteria for all Prior Service applicants**

a. Field enlistment requirements are outlined in chapter 5, para 5-5.

b. Incentives.

(1) PS incentives must be processed at the Military Entrance Processing Station (MEPS) that conforms with AR 601-210 unless otherwise directed by the current Selected Reserve Incentive Program (SRIP) policy in effect. ARNG Incentives are outlined in NGR 600-7 and current SRIP policy.

(2) Applicants must accept a Prior Service Enlistment Bonus (PSEB) that has been awarded through REQUEST utilizing the Guard Incentives Management System (GIMS).

(3) Applicants must have an incentive written agreement with a valid bonus control number on the addendum approved through REQUEST or GIMS.

(4) The incentive written agreement is not valid if executed prior to or after the date the oath of enlistment is rendered.

(5) Enlistments for the PSEB will be executed within current regulatory guidance and any additional requirements directed by DARNG or the current FY SRIP policy.

### **3-3. Age**

PS applicants 35 years of age or older must be eligible for non-regular retired pay by age 60. To be eligible for non-regular retired pay, an individual must meet eligibility criteria outlined in AR 135-180. For age ETP see chapter 4, para 4-11.

### **3-4. Citizenship**

See chapter 5, para 5-53 for Processing Requirements for Lawful Permanent Residents (LPR).

### **3-6. Trainability**

a. GNPS applicants must meet chapter 2 trainability requirements. Aptitudes scores may be verified using the following documents (For PS an overall AFQT percentile is not required for enlistment).

(1) MEPCOM Form 680 ADP.

(2) DMDC REDD Report at <https://www.dmdc.osd.mil/mris> (Requires CAC Login with PIV authentication certificate).

(3) Armed Forces Clarification Test (AFCT).

(4) Any verified record of PS test score or document for retest scores.

b. Tests that are unverified are not valid and the PS applicant must be retested.

c. PS applicants may enlist into any previously qualified MOS, regardless of aptitude scores. This includes PS applicants enlisting from other branches of service, whose qualifications convert to an Army MOS.

d. Requests for MOS determination must be submitted to ARNG-HRR-O-ASO. ARNG-HRR-O-ASO will coordinate with the proponent for determination. No MOS order will be issued for PS applicants without proper proponent determination.

e. PS Soldiers who fail to complete IET and be awarded an Army MOS within 24 months will be discharged. PS Soldiers enlisting into the ARNG are required to be in a deployable status within 24 months of enlistment.

### **3-7. Physical**

a. All Prior Service applicants that require basic combat training (BCT) must obtain a DoDI 6130.03, Vol 1 (previously known as a Chapter 2 Physical) physical from MEPS.

b. Soldiers who have been in the IRR for six months or more require a DoDI physical from MEPS.

c. Soldiers that are beyond six months of their separation date from USA or USAR must obtain a DoDI physical from MEPS.

d. Soldiers that are current drilling members of a reserve component (excluding IRR), processing on a conditional release, or PS Soldiers who are within six months of their separation date will submit an exception to ARNG-HRR-O-ASO and be processed as follows:

(1) If MEPS examination is 24 months old or less, present copy of:

- (a) Standard Form 507 / Report of Medical History (DD Form 2807-1)
- (b) Medical Prescreen of Report of Medical History (DD Form 2807-2)
- (c) DD Form 2808 (Report of Medical Examination)

(2) If MEPS examination is older than 24 months, present a copy of the Separation History and Physical Examination (SHPE), DD Form 2807-1, DD Form 2808, or a PHA (DD Form 3024) dated within 12 months from enlistment processing and MEDPROS Individual Medical Readiness (IMR). All separation physicals must have a physical profile (PULHES) to be valid for enlistment processing. Physicals or PHA's without a profile must be sent to the receiving State Surgeon to obtain PULHES annotated on a DA Form 7349 or State Surgeon Memorandum.

(3) If the Soldier is currently on a temporary profile submit a copy of the DA Form 3349 (Physical Profile Record).

(4) Loading medical documents into ERM. All applicants must have all required documents scanned into ERM. The Applicant's Standard Form 507/DD Form 2807-1, DD Form 2807-2 and DD Form 2808 must be scanned into their respective folders in the "medical" section of ERM. Scan the PHA, MEDPROS IMR, and Profile (if applicable) into the "other medical document" folder in the medical section of ERM. If additional medical records are required, scan these into the "medical supporting documents" folder in the "medical" section in ERM.

e. The Soldier must have current HIV test (within 2 years) or be updated prior to enlistment.

f. Applicants exceeding the screening table weight standards must submit a DA Form 5500 or DA Form 5501 signed by a NCO.

g. Approved suitability review from ARNG-HRR-O-ASO is required.

h. *Other Military Branches*. Members separated from an active and/or reserve component of USAF, USN, USMC, or USCG, or currently drilling members of the USAFR, USNR, USMCR and USCGR, processing on a conditional release must obtain a DoDI physical from MEPS.

i. Waivers approved by other Army components or branches of service (Air Force, Navy, Marine Corps, and Coast Guard) are taken into consideration but are not retroactive for enlistment into the ARNG.

j. Advise applicants who have had or currently have a "3" in their profile, required a medical waiver for prior enlistment, or have VA disability benefits approved or pending, that they will be required to have their records reviewed by the SMWRAs.

### **3-8. Dependents**

Cases regarding dependents, custody, and parental consent that are questionable or not clearly identified in AR 601-210 or this policy will be submitted to the State JAG for clarification. Upload JAG determination to the "Dependents" documents in the applicant's profile if applicable.

### **3-9. Conduct and other administrative criteria**

All court martial, General Officer Memorandum of Reprimand (GOMoR), or other disciplinary procedure under the Uniform Code of Military Justice, such as Article 15, Captain's mast, Article 135 Court of Inquiry, must be listed on the applicant's Standard Form 86 and on the HRR form 369. Violations that are outside 7 years are to be listed in



Optional Comments in Recruiter Zone. Refer to chapter 4. For Live Scan procedures see <https://www.milsuite.mil/book/docs/DOC-535560>.

### **3-14. Authorized enlistment periods**

- a. PS applicants who do not have a SELRES obligation and who have –
  - (1) Remaining MSO and DMOSQ will enlist for remainder of MSO in whole years, with a minimum of one year served in the ARNG SELRES.
  - (2) No remaining MSO and are DMOSQ will enlist in the ARNG SELRES for a minimum of one year.
  - (3) No remaining MSO and requires BCT, or are not DMOSQ, will enlist in the ARNG SELRES for a minimum of three years. Applicants enlisting in CMF 18 are exempt from the three-year requirement and may enlist in the ARNG SELRES for one year.
- b. PS applicants who have a SELRES obligation and who have –
  - (1) 12 months or more remaining contractual obligation will enlist in the ARNG SELRES for the entire balance of their contractual obligation.
  - (2) Less than 12 months remaining on their current contractual obligation are required to enlist in the ARNG SELRES for a minimum of one year.
- c. PS applicants discharged prior to completing their original MSO must enlist in the ARNG for a period of whole years equal to or greater than the unfulfilled portion of the original MSO, with not less than one year served in the ARNG SELRES (in a drilling status) or any period in whole years beyond that, up to six years.
- d. PS applicants may serve longer than the minimum requirements outlined above, however may not enlist for a period of more than six years.
- e. PS applicants who are eligible and who subsequently elect enlistment options, monetary incentives, educational benefits, or any combination of these, will enlist for the periods stipulated by the program which they enter. These incentives are outlined in the current FY SRIP.
- f. PS applicants that are required to attend BCT must enlist in the ARNG SELRES for a minimum of three years.
- g. GNPS applicants with zero days of active duty service will enlist as outlined in chapter 2 para 2-16.

### **3-17. Enlistment pay grades for Reserve Component enlistment**

- a. PS applicants may enlist up to the previous grade held at the time of last separation or discharge and no higher than the authorized grade of the position, unless higher grade is authorized in AR 601-210. When no vacant positions are available, PS applicants are authorized to enlist in a position two grades below the grade held at the time of last separation or discharge. Exceptions to this may be granted by DARNG, delegated to State TAG.
- b. OCS applicants in grades E-6 and above who are current members of another branch of service require a grade determination from the State CSM or G-1. These applicants are authorized to attend BCT as the grade approved in the Grade Determination, and be paid at the same grade.
- c. PS applicants may enlist in a valid position vacancy in their current grade if there is no projected fill from a valid and current enlisted promotion list. Coordination of this is

through the State enlisted promotion manager. PS applicants requesting to enlist in a position projected to be filled from valid and current enlisted promotion list requires approval from State CSM, prior to enlisting. The enlisted promotion manager at the state G-1 must provide a memorandum that authorizes any pay grade above E-5. PS applicants will:

- (1) Meet MOS requirements in order to conform to DA Pam 611-21.
- (2) Meet Professional Military Education (PME) requirements as outlined in AR 600-8-19.
  - (a) SGT/E5 must be graduate of BLC or equivalent
  - (b) SSG/E6 must be graduate of ALC
  - (c) SFC/E7 must be graduate of SLC
  - (d) MSG/E8 must be graduate of MLC
  - (e) Personnel officers will determine credit for PME course or submit request for constructive credit as outlined in AR 600-8-19.
  - (f) PS applicants requesting constructive credit must adhere to guidance outlined in AR 600-8-19. Army policy does not allow PME credit for professional development courses conducted by the Navy, Air Force, or Coast Guard. Exception is ROTC Cadet Summer Training Program as referenced in AR 600-8-19.
- (3) Receive prior approval from the State CSM when selected to enlist and fill an E-9, Command Sergeant Major, position.
  - d. Former officer or warrant officer without prior enlisted service may enlist up to pay grade E-5. Authorized grade of enlistment is based on previous experience and position vacancy availability, determined by MILPO.
  - e. Former officer or warrant officer with prior enlisted service may be enlisted up to grade E-5, or the grade held prior to commissioning, whichever is higher. Previous enlisted grades held during Officer Candidate or Warrant Officer Candidate School will not be considered.
  - f. PS applicants separated from service for more than 48 months, who previously held pay grade E-5 or E-6, will have a grade determination waiver approved by the RRC to retain the grade E-5 or E-6.
  - g. PS applicants separated from service more than 48 months, who previously held pay grade of E-7 through E9, will have a grade determination waiver approved by TAG to retain the last grade held. Applicants must meet the current PME requirements of AR 600-8-19, paragraph 1-29a.

### **3-18. Basic Combat Training for Prior Service personnel**

- a. All personnel entering the Army National Guard who have not completed Army Basic Combat Training (BCT), Warrior Transition Course (WTC), U.S. Marine Corps BCT, U.S. Air Force (USAF) Special Operations Forces (SOF) training, U.S. Navy (USN) SOF training, or USAF Security Forces (SF) training, will be required to attend one of these two courses (no exceptions to policy permitted):
  - (1) Basic Combat Training (BCT)
  - (2) One Station Unit Training (OSUT)
- b. PS personnel who completed Army BCT, WTC, USMC BCT, USAF SOF training, USAF SF training, or USN SOF training and have exceeded a five-year break in service are required to attend Army BCT. See chapter 4-13 for exceptions to this policy.

c. For the purposes of this policy, entry into the IRR starts a break in service, and all time spent in the IRR counts toward a period of break in service if the Soldier is never activated in any capacity. If activated while in the IRR, the break in service begins after release from Active Duty from the last activated period. Further, for the purposes of this policy, service in an active component or the SELRES, or activated periods while in the IRR, are considered service.

d. PS applicants who request an exception to policy (ETP) to attend basic training will be completed prior to enlistment. Assign these Soldiers to the Recruit Sustainment Program (RSP) for tracking purposes until ETP is granted or Soldier is shipped, completes BCT and the battle-hand-off (RSP Gold Phase) to their unit of assignment is complete.

e. MEPS Guidance Counselor (GC) will:

(1) Brief each PS applicant of the minimum enlistment period of three years if they require an ETP for BCT.

(2) Schedule for standard basic training at the maximum allowable time of 365 days.

(3) Ensure the following statement is entered in the "Free Form Remarks" section of DD Form 1966, explained to applicant, and initialed for acknowledgement: "I am applying for an exception to policy after enlistment regarding the requirement to attend Army Basic Combat Training. If I fail to obtain an approved exception, I will be ordered to complete Army Basic Combat Training or be discharged without board action or appeal."

f. Recruiting and Retention Battalion will:

(1) Attach Soldier to RSP site for tracking purposes until battle-hand-off to unit.

(2) Administer the Occupational Physical Assessment Test (OPAT).

(3) Conduct the standard Army Physical Fitness Test/Army Combat Fitness Test (based on current regulation and policy).

g. Recruiting and Retention Battalion Operations NCO will initiate the exception to policy by assembling all of the Soldier's documents listed below and submitting with HRR Form 801 to ARNG-HRR-O via e-mail: [nq.ncr.ngb-arng.mbx.arng-recruiting-operations-branch@mail.mil](mailto:nq.ncr.ngb-arng.mbx.arng-recruiting-operations-branch@mail.mil).

(1) THRU Memorandum from the Recruiting Battalion commander. Ensure the memorandum shows justification regarding the ETP reason.

(2) DD Form 2808

(3) DD form 214/215 or NGB Form 22

(4) OPAT scorecard

(5) DA Form 705 with DA Form 5500/01, if applicable; or ACFT scorecard (based on current regulation and policy).

(6) USMEPCOM 680 ADP

(7) REDD Report

h. Applicants granted an exception from Army G-1 (DAPE-MPA) are not required to ship to training will have basic training cancelled. These applicants will be released from RSP and begin drilling with the unit of assignment.

i. Soldiers denied an exception to policy will attend basic combat training or be processed for discharge.

j. *Verification and Qualification for Prior Service Personnel.* Guidance Counselor will ensure that Prior Service (PS) applicants enlisting for any MOS, option, or assignment that requires security clearance, as outlined in DA PAM 611-21, are interviewed by the security interviewer as outlined in Army National Guard (ARNG) Strength Maintenance MEPS Processing PPOM.

### **3-19. Conditional release**

The DD Form 368 must be completed for current drilling members who request enlistment into the ARNG. The DD Form 368 is to obtain a conditional release and complete a discharge from the reserve component to enlist in the ARNG. This is not a transfer action. This form is valid for one year from date signed by the unit commander or designated representative, unless the approval authority designates otherwise on section II, block 5. Applicants who fail to enlist remain members of their reserve component.

#### *a. Validity of Conditional Release.*

(1) The commander or designated representative must annotate the "valid through" date (not to exceed one year from date of signature) on the DD Form 368 when approval is rendered. The approval authority must be cognizant of and concur with the "valid through" date on the form.

(2) Although the DD Form 368 is valid for 1 year, the valid until date mentioned above supersedes this validity date if prior to the 1 year period as stated in AR 601-210. However, at no time will the approval authority establish a "valid until date" that exceeds the one-year validity period of the DD Form 368.

(3) Unit members must send the DD Form 368 to the member's unit commander.

(4) Members of the Retired Reserve must be reassigned to the IRR as outlined AR 140-10, prior to being enlisted in the ARNG. Documents required to request the personnel action can be located on the HRC Web Site at

<https://www.hrcapps.army.mil/Portal/>.

(5) GCs will ensure that the accession date is on or prior to the valid until date. This does not mean that a new DD Form 368 must be initiated. The authorizing official is the individual who signed the DD Form 368 and the only individual authorized to grant the extension. At no time will extension go beyond the 1-year validity period of the original DD Form 368. The following procedures will be used to request an extension to the existing DD Form 368. GCs or BN Ops will:

(a) Telephonically contact the authorizing official on the DD Form 368.

(b) Confirm with the authorizing official that the release is still authorized and valid.

(c) Request an extension of the valid until date to cover the projected accession date. Annotate on the DD Form 368 above the original valid until date with the new date and sign next to the date.

1. When getting a valid until date extension it is recommended that you ask the authorizing official to extend the DD Form 368 up to the 1-year period in case the PS/GNPS is found to be temporarily disqualified or initiates a renegotiation to their original ship date.

2. If an accession date cannot be obtained within the 1-year validity period of the original DD Form 368 a new DD Form 368 must be obtained prior to entry into the Selected Reserves.

b. Processing Soldiers moving from USAR Troop Program Unit (TPU) status without a break in service.

(1) USAR Soldiers must enlist into the ARNG as PS applicants under the provisions of AR 601- 210 and this policy.

(2) Soldiers of USAR TPU granted conditional release to enlist into the ARNG must remain active members of the USAR until the enlistment has been accomplished and verified.

(3) When the RC member is released on a conditional release, the gaining ARNG MEPS GC or State Ops must complete section III of the DD Form 368, DD Form 4 and submit a workflow to ARNG-HRR-O-ASO.

c. Applicants processing for enlistment into the ARNG and are current members of the IRR must have an approved DD Form 368 prior to projecting for enlistment.

(1) Processing PS Soldiers, who are current members of the USAR control group IRR (AT or REINF). Submit request prior to projecting for enlistment via unencrypted email with the DD Form 368 attached through the following: [usarmy.knox.ngb.list.arng-accessions-suitability-mgrs@mail.mil](mailto:usarmy.knox.ngb.list.arng-accessions-suitability-mgrs@mail.mil).

(2) Complete the DD Form 368 in the following manner:

(a) Block 1c. Enter DoD ID or leave blank (**Do not enter SSN**)

(b) Block 1d. Enter USAR control group.

(c) Block 1e. Enter HRC.

(d) Block 1f. Enter 1600 Spearhead Ave., Fort Knox, KY 40122.

(e) Block 3d and 3e. Applicant will sign and date.

(f) Block 4. Self-explanatory

(3) Once the request has been submitted, allow at least five working days for processing.

(4) ARNG-HRR-O-ASO customer service is (502) 684-3302.

d. US Marine Corps (USMC) IRR members must be released from the IRR with the approval of the appropriate approving authority as outlined in MCO 1001R.1L.

(1) Submit requests via email with the DD Form 368 attached through the following: [mcirsa\\_ima@usmc.mil](mailto:mcirsa_ima@usmc.mil).

(2) Once the request has been submitted, allow at least five days for processing.

(3) MARFORRES customer service is (800) 225-5082.

e. US Navy (USN) IRR members must be released by the commander of the naval district where the person is assigned or the Chief of Naval Personnel.

(1) Navy. DD Form 368 may be submitted to [pers-913\\_dd368@navy.mil](mailto:pers-913_dd368@navy.mil).

Questions may be directed to (800) 535-2699. Email ATTN: to HR Assistant Conditional Release: [Pers-913\\_dd368@navy.mil](mailto:Pers-913_dd368@navy.mil).

(2) Marines. Unencrypted email with DD Form 368 may be submitted to [mcirsa\\_ima@usmc.mil](mailto:mcirsa_ima@usmc.mil). Use the applicant's DoD ID rather than SSN. Questions may be directed to (800) 255-5082.

(3) Once the request has been submitted, allow at least one week for the request to be processed. The customer service number is (866) 827-5672.

f. US Air Force (USAF) IRR members must be released as follows:

(1) Submit requests via email with the DD 368 attached through [fsc\\_2@mypersmail.af.mil](mailto:fsc_2@mypersmail.af.mil)

(2) Air National Guard members; Unit Wing Cdr.

(3) Air Force Reserve members; Unit Wing Cdr.

g. Coast Guard (CG) IRR Conditional Release; submit requests via email with the DD 368 (with only Section I complete) attached through to [CGR-SMB-DD368@uscg.mil](mailto:CGR-SMB-DD368@uscg.mil).

h. The MEPS GC will submit a suitability workflow for all IRR enlistments, using ARISS, to notify ARNG-HRR-O-ASO when the accession is complete. ARNG-HRR-O-ASO will submit the separation order, DD Form 214 or NGB Form 22 placing the Soldier in IRR, DD Form 368, and DD Form 4 to the USAR control group IRR.

i. USAR TPU Soldiers applying for enlistment in the ARNG will adhere to the following:

(1) The RRNCO must request a conditional release from the applicant's USAR TPU.

(2) The Chief Army Reserve (CAR) is the approval authority for conditional release request for USAR TPU members appointed or enlisted in the ARNG. The CAR may further delegate this authority to MSC/GOCOM commanders, promotable COLs in GO positions.

### **3-22. Determination of enlistment and assignment eligibility**

Table 4-2 provides guidance to determine enlistment eligibility for discharge narratives that are acceptable for enlistment and those that are disqualifying. Table 4-2 applies to PS and GNPS applicants.

## **Chapter 4**

### **Enlistment waiver and suitability processing**

#### **Section I**

##### **General**

#### **4-1. Purpose**

All enlistment waivers and exceptions to policy submissions require a strong meritorious case to warrant consideration of an exception to the standards established in AR 601-210 and this policy (i.e. what has the applicant done since the offense which merits consideration for approval). Additional factors to consider are time since the offense, additional charges since the offense, AFQT score, education level, volunteer work, professional and character references, and steady employment. The ARNG will adhere to waiver requirements as outlined in AR 601-210 and this policy as it pertains to non-waiverable conduct, administrative, or medical disqualifications except in cases where the ARNG imposes a more constraining requirement. The use of the NGB Form 22-3 (Request for Waiver) is for the initial request and should be used in accordance with State, Territory or District standard operating procedures, unless otherwise noted. The NGB Form 905 is used to assist the RRNCO and the RRSC with enlistment waiver and suitability review requests.

a. Conduct waiver and suitability processing procedures are aimed at identifying and

screening applicants who could present disciplinary problems. Misconduct offenses pose serious questions as to an applicant's fitness for service, as do an excessive number of minor traffic or non-traffic offenses. Excessive number of offenses will be determined by the approval authority. Such applicants are likely to become serious disciplinary problems and could divert resources from the performance of military missions. Commanders are charged with the responsibility of recommending or approving waivers only for applicants who satisfies the concerns of the receiving commander, have been rehabilitated, are acceptable candidates from a conduct standpoint and possess a documented meritorious waiver request.

b. Administrative waivers for NPS and PS applicants that have administrative disqualifications are considered as an exception for persons not qualified for enlistment but seem to have significant potential for productive service. See glossary for definition of administrative waiver.

c. Medical waivers are reviewed when a condition is considered disqualifying under the standards established by DoDI 6130.03, Vol 1. The objective is to procure and retain personnel who are physically and emotionally fit for the conditions of military service.

#### **4-2. Responsibilities**

a. Director of Army National Guard (DARNG) is the approval authority for ARNG waivers.

b. Army National Guard Strength Maintenance Division, ARNG-HRR, is responsible for processing waivers for exceptionally meritorious individuals concerning disqualifications outlined in AR 601-210. Questions pertaining to waivers that include regulatory clarification and exceptions to process waivers will be addressed to ARNG-HRR-O-Waiver Section.

c. Operations NCOs or designated officials (Waiver Analysts) in the Recruiting and Retention Battalions within each State are responsible for processing waivers for exceptionally meritorious individuals for disqualifications listed in AR 601-210.

#### **4-3. General rules**

a. The waiver packet must be completed using the system of record. Prior to the submission of a waiver, the applicant packet must have –

(1) New PRID (only if applicant is GNPS/PS and was previously placed in a shipped status).

(2) Passing E-validation

(3) Validated Standard Form 86 generated within 45 days of submission

(4) All source documents uploaded in Recruiter Zone

(5) All supporting documentation loaded in Recruiter Zone

(a) Police checks and court documents as required

(b) Applicant's current MEPS DD Form 2808, Standard Form 507, and DD Form 2807-2 as applicable

(c) DD Form 214, DD Form 215, NGB Form 22, and DD Form 220, as applicable

(d) NGB Form 22-3 or NGB Form 905

(e) All applicants must have a completed HRR Form 369 prior to being scheduled for enlistment. Applicants who do not meet this requirement will require suitability

review. See <https://www.milsuite.mil/book/docs/DOC-535560> for Live Scan procedures.

(f) Additional documents may be requested in order to process waiver requests.

b. Waivers that require processing from both the State and ARNG-HRR-O-Waiver Section will be processed by the State prior to submission to ARNG-HRR-O.

c. Waivers which require processing at Department of the Army G-1 (DMPM) in combination with any lower tier waiver will be actioned at the lower level prior to submission to DMPM. Applicants who require two separate waivers, both requiring DMPM approval, will have the waivers submitted simultaneously.

d. Waivers will be processed electronically using RZ at both State and DARNG level. State Operations will utilize RZ for all waivers.

e. Medical waiver request documents will be transferred from RZ to the Medical Action Tracking System (MATS) for processing. Following a determination, the disposition memorandum will be sent back to the MEPS GC or State Waiver Analyst and uploaded into RZ to complete the waiver workflow.

#### **4-4. Approval authority**

a. Recruiters do not have the authority to disapprove a waiver request or refuse to forward the request to the approval authority. For enlistment purposes, the DMPM, DARNG and TAG establishes enlistment waiver authorities.

(1) DARNG is the approval authority for medical waivers, who delegates this waiver authority to the Army National Guard (ARNG) Chief Surgeon. The ARNG Chief Surgeon may further delegate medical waiver authority to designated individuals within the Office of the Chief Surgeon (ARNG-CSG) and Strength Maintenance Division (ARNG-HRR) for medical disqualifications and medical reenlistment code separations.

(2) The Adjutant General may further delegate waiver authority to the rank or position greater than or equal to the State G-1.

b. The Recruiting and Retention Section Chief/NCOIC will review the waiver request in Recruiter Zone and must either recommend approval or disapproval then forward the workflow. Waiver Analysts are required to review the individual waiver request, make a recommendation, and forward their recommendation to higher headquarters. Commanders at any level may disapprove conduct and administrative waivers for applicants not meeting the prescribed standards. When a waiver is disapproved below the approval authority, there is no requirement to forward to the approval authority.

c. The waiver authorities for law violations are displayed in Table 4-1. The classification of law violations, the number of violations which cause the disqualification, whether a request for waiver is authorized, the waiver authority (if authorized), and the applicable reference are depicted in the table.

#### **4-5. Validity period**

a. Unless otherwise noted on the waiver cover sheet, administrative waivers, conduct waivers and exceptions to policy are valid for six months from the approval date unless a change in status occurs. Applicants who acquire additional offenses or disqualifications after waiver approval must submit an additional waiver for reconsideration before enlistment. Applicants who received a waiver for enlistment and were subsequently discharged prior to shipping must process a new waiver prior to enlisting.



b. Medical waivers approved by the SMWRA or ARNG-CSG are valid for the duration of the physical examination, not to exceed 24 months from the initial date of exam as annotated in “Block 1” on the DD Form 2808. DMPM approved waivers are valid as outlined on the approval memorandum even if the physical expires. If the physical expires the applicant must obtain a new DoDI physical. The applicant may continue to process as long as the window has not closed as outlined in the approval memorandum.

c. Disapproved conduct waivers, administrative waivers or exceptions to policy will not be reconsidered until at least six months from the disapproval date. Disapproved medical waivers cannot be resubmitted unless a change in medical status occurs or new supporting documentation is submitted.

d. No member of the RRB has the authority to preclude an applicant who is otherwise qualified for enlistment as outlined in AR 601-210 from requesting a waiver.

e. New police checks are required if new arrests or charges occurred since previous checks were conducted. Forms collected by other services will not be accepted.

f. Court documents will be obtained for charges and convictions that require a waiver or suitability review. USAREC Form 601-210.02 may be used to obtain information from probation and parole officers. Forms collected by other services will not be accepted.

#### **4-6. Urgent medical waivers**

a. All urgent waiver requests must be loaded in MATS then followed by an email submitted to [nq.ncr.ngb-arng.list.hrr-rob-waivers-mil@mail.mil](mailto:nq.ncr.ngb-arng.list.hrr-rob-waivers-mil@mail.mil) by the RRC, CSM/SGM, or XO. All email submissions must include the applicant’s state, last name, disqualification, justification, and last four of the social security number. Urgent waivers submitted after 1700 EST will be processed the next business day.

b. Urgent medical waivers will be considered on case-by-case basis at the discretion of the SMWRA.

c. *Training Site Waivers.* See chapter 8, for post-shipment waivers.

## **Section II**

### **Waiver procedures**

#### **4-7. Routing waiver requests**

a. Conduct and administrative waiver requests will be initiated by the RRNCO in RZ and forwarded to the RRSC. RRSC will review waiver requests and make recommendations to the State Waiver Analyst for review. State operations will review waiver requests and if recommending approval, send a workflow through designated waiver authority. Disapproved waivers will not be forwarded.

b. Completed waivers will include a memorandum accompanied by the workflow disposition, which will be uploaded into the applicant’s electronic record.

c. Waiver requests that contain two different disqualifications will be processed through all necessary subordinate commanders prior to reaching the final approving authority.

(1) Applicants requiring four or more TAG level waivers are ineligible for enlistment.

(2) Applicants requiring three or more DARNG level waivers (excluding medical)

are ineligible for enlistment.

(3) Applicants requiring three or more TAG level waivers combined with two or more DARNG level waivers (excluding medical) are ineligible for enlistment.

(4) Applicants who require two DARNG level waivers and one DMPM level waiver are ineligible for enlistment (excluding medical).

d. Applicants who require a DMPM level waiver for either administrative, conduct, and/or medical must submit all approved State and DARNG level waivers prior to further routing. If multiple waivers require DMPM approval they will be submitted simultaneously to DMPM.

#### **4-8. Conduct waiver procedures**

a. Waiver requests received at the RRB will be reviewed by State Operations for accuracy and completeness prior to forwarding the request to the approving authority. Applicants who have open or pending charges will not be processed.

b. The following documents are required for submission of a conduct waiver in addition to those required in 4-3:

(1) TAG endorsement memorandum

(2) USMEPCOM 6803ADP (or equivalent) with HIV/DAT results (only if charge/conviction involves drugs and/or alcohol)

(3) All DD Form 214/215 and or NGB Form 22 (if applicable)

(4) Reenlistment Eligibility Data Display (REDD) report (if applicable)

(5) Applicant statement with detailed description of all offenses along with a description of the disposition and/or other adverse disposition (OAD). Each waiver request must explain all periods of unemployment of three months or more during the preceding year.

(6) Police records (DD Form 369) in accordance with AR 601-210 para 2-11a

(7) Police report or court documents related to the disqualifying charge(s)

(8) Three character references (minimum). Reference letter from employers for one (1) year preceding application and schools attended in three (3) years preceding application (to include transcripts if currently attending college). If the applicant states that seeking a reference letter from an employer will jeopardize employment, a reference letter is not required.

(9) All approved lower tier waivers

c. RRC will interview all applicants requiring a major misconduct waiver. This requirement may be delegated to the company commander or battalion administrative officer (AO) O-3 or above.

d. Requests processed by TAG will have the approval memorandum uploaded into the applicant's electronic record. The Waiver Analyst will approve or disapprove the workflow upon receipt. For waivers requiring approval from the DARNG, upload the memorandum requesting a waiver into the applicant's electronic record under "Memorandum requesting waiver" (role- BN Commander) and forwarded to ARNG-HRR-O-Waiver Section for final determination.

e. For applicants processing under 09S enlistment options, see chapter 9.

f. AR 601-210, para 4-24 provides instructions for processing prior service applicants with law violations that occurred prior to Honorable Service. These rules only apply in cases where the applicant's ETS is from an Army component. All other cases must be

submitted to ARNG-HRR-O-ASO for review by DA G-1. Charges that are not considered current (pending a final disposition from the court) must be listed.

g. All conduct waiver requests are subject to mandatory waiting periods after confinement as outlined by AR 601-210 para 4-32.

#### **4-9. Administrative waiver procedures**

a. Waiver requests received at the RRB will be thoroughly reviewed by the Waiver Analyst prior to submitting the waiver to TAG for recommendation or approval. Approval authority may be delegated to State G-1.

b. Dependency waivers require the following forms and documents for processing:

(1) DD Form 214/215 or NGB Form 22/22a, covering all periods of service (PS and GNPS only)

(2) Memorandum requesting waiver from the RRC

(3) DA Form 3072-2 (Applicant's Monthly Financial Statement)

(4) Standard Form 86 (Questionnaire for National Security)

(5) Divorce Decree (if applicable)

(6) Additional documents, listed below are required for single parents and dual military households.

(a) Family Care Plan

(b) DA Form 5304 (Family Care Plan Counseling Checklist)

(c) DA Form 5305 (Family Care Plan). Must be approved by the commander where applicant will be assigned.

(d) DA Form 5841 (Power of Attorney)

(e) DA Form 5840 (Certificate of Acceptance as Guardian or Escort)

(f) DA Form 7666 (Parental Consent) (if applicable)

(g) DA Form 7667 (Family Care Plan Preliminary Screening)

c. GNPS/PS administrative separation waivers require the following forms and documents for processing:

(1) TAG endorsement memorandum

(2) All DD Form 214/215 and or NGB Form 22

(3) Reenlistment Eligibility Data Display (REDD) report

(4) Applicant statement addressing the disqualifier (physical standards, failure to adapt, performance, etc.) along with how the disqualifier is no longer a limiting factor/condition for the applicant.

(5) Full discharge packet and discharge order

(6) DD Form 368 (if applicable)

(7) All approved lower tier waivers

d. PS administrative qualifications will be based on the applicant's last periods of service. The applicant's entire record will be considered toward the whole person concept.

#### **4-10. DMPM waiver procedures**

a. Commanders at any level below the approving authority may disapprove waivers for applicants who do not meet prescribed standards and who do not substantiate a meritorious case, except medical waivers (excluding dual waivers where nonmedical waivers are disapproved). Requests for waivers may not be submitted within six months

of disapproval.

b. Conduct, administrative, and/or medical waiver requests for 09S, 09R, and 09W applicants will be submitted through ARNG-HRR-O-Waiver Section when requiring DMPM approval. These requests may take up to 60 days from the time submitted from the ARNG-HRR-O-Waiver Section NCOIC to DMPM.

c. DMPM waivers are required as outlined in Tables 4-1 and 4-2.

d. *Suitability Review*. Conduct and administrative waivers for applicants requiring DMPM approval will be submitted to ARNG-HRR-O-ASO prior to any processing beyond ASVAB testing. Approved suitability reviews will be issued a SR control number by ARNG-HRR-O-ASO. DMPM waiver submissions without an approved SR control number will be returned without action to the requester.

e. *Waiver Processing*. Waiver submissions that are recommended for approval will be submitted to the DMPM using TMT by the ARNG-HRR-O-Waiver Section NCOIC.

f. All lower tier approved waivers must be included.

#### **4-11. DMPM age exception**

a. This applies to NPS/GNPS applicants who have passed their 35th birthday and PS applicants who will not qualify for non-regular retirement by age 60.

b. Age ETPs are reviewed and considered based on meritorious reasons for applicants who meet the following screening criteria:

- (1) CAT I-III A (AFQT 50 or higher)
- (2) Must enlist in any MOS on Critical MOS List for the Army National Guard
- (3) Must have a valid MEPS physical
- (4) Must meet screening requirements for height and weight standards.

Applicants who exceed the height and weight but meet body fat requirements must present meritorious reasons for exceeding weight.

c. The Waiver Analyst will provide the following documents and submit them to ARNG-HRR-O (Waivers NCOIC):

- (1) RRC endorsement memorandum with meritorious reason(s) being addressed
- (2) USMEPCOM 680-3ADP with HIV/DAT results
- (3) DD Form 2808
- (4) All DD Form 214/215 and/or NGB Form 22 (if applicable)
- (5) Reenlistment Eligibility Data Display (REDD) report (if applicable)
- (6) Applicant statement with details related to why applicant was delayed in joining sooner and how they expect to bring new value to the organization.
- (7) DD Form 369s and all court documents (if applicable)
- (8) Source document(s) for education verification
- (9) All approved lower tier waivers

d. All age ETPs will be submitted via ERM workflow through the chain of command to the National Guard Bureau. This action will remain at DARNG level while being actioned by DMPM. Refer to the waiver tracker for status updates.

#### **4-12. Exception for tattoos and brandings**

a. All applicants will complete an NGB Form 902 that properly annotates each tattoo, their location, and if they are in compliance with AR 670-1 para 3-3. The NGB Form 902 will be signed by the Section Chief and validated by the RRC. As outlined in AR 670-1

para 3-3, the recruiting commander will make the initial determination regarding tattoo compliance. Applicants who claim to have no tattoos will complete the NGB Form 902 and annotate appropriately. The NGB Form 902 will be loaded in the applicant's record under tattoo screening form. The MEPS GC must ensure all tattoos are properly annotated prior to accessing the applicant.

b. Applicants who have tattoos on the head, face (except permanent makeup), neck (anything above the t-shirt line to include eyelids, mouth, and ears), below the wrist bone and on the hands, violate the Army's tattoo policy regarding location. Applicants may have one ring tattoo on each hand, below the joint of the bottom segment (portion closest to the palm) of the finger. For the purpose of this policy, the wrist bone is defined as the joint that bridges the hand to the forearm.

c. Prior Service applicants with previously documented tattoos on the neck or hands, for which the Service Member has a tattoo validation memorandum, may be grandfathered. These requests will be submitted to ARNG-HRR-O-Waiver Section for review. For expedited screening of these requests, the State Waiver Analyst may submit inquiries to [ng.ncr.ng-arng.mbx.arng-recruiting-operations-branch@mail.mil](mailto:ng.ncr.ng-arng.mbx.arng-recruiting-operations-branch@mail.mil).

d. As defined by AR 670-1, tattoos or brands considered extremist, indecent, sexist, or racist are prejudicial to good order and discipline and are prohibited anywhere on the body and may not be considered for exception to policy.

(1) Applicants who obtain a tattoo or brand post-enlistment that violates this subparagraph will be counseled as outlined in AR 670-1 para 3-3f and processed for separation in accordance with NGR 600-200 para 6-35.

(2) Applicants who obtain a tattoo or brand which violate the Army's tattoo policy regarding location may submit a request for exception to policy within 30 days of identification.

e. *Procedures.* Requests for exceptions to the tattoo policy must be initiated using ARISS and forwarded to ARNG-HRR-O-Waiver Section. This policy is withheld to applicants who score 31 or higher on the ASVAB or are prior service. Determination regarding these requests require the following documents –

(1) NGB Form 902.

(2) Recruiting Commander Memo (no delegation authorized). Memo must specifically address the disqualifying tattoo and include description, location, size, and meaning.

(3) DD Form 2808.

(4) USMEPCOM PCN 680-3ADP.

(5) All approved lower tier waivers (must include police/court documents for conduct).

(6) Reenlistment Eligibility Data Display (REDD report, if applicable).

(7) DD Form 214/215, NGB Form 22, and Discharge Order (if applicable).

(8) DD Form 369 and court checks are required by AR 601-210. Any additional correspondence from law enforcement which addresses any known gang affiliation or suspected gang affiliation.

(9) Photos of the tattoo(s) that violate AR 670-1. Photos should be taken with a neutral background and must include a measuring of length and width of the described tattoo.

(a) Neck. All neck tattoo photos must show the applicant with a clear view of the

tattoo in a t-shirt and ACU blouse. Separate photos are required and must capture the full head and neck, be two to four feet away, and remove hair from blocking the tattoo.

(b) Behind the ear. Must include a 90 degree (side profile) of the tattoo without folding the ear over; photo that captures the full head and neck.

(c) Hand. Must include unobstructed photo of tattoo. Tattoos on the right hand must also include photo from front while applicant is saluting and standing at attention wearing a closely properly fitted ACU blouse. Tattoos on top of the hand also require capturing the sides of the hand.

f. Determination for accession will be fully documented, in writing, and will include a description of all existing tattoos and their location on the body. The applicant will receive a copy of all documentation.

#### **4-13. Prior Service Basic Combat Training exception**

a. In addition to guidance listed in paragraph 3-18 (Basic Combat Training for Prior Service personnel), the following rules apply for Prior Service (PS) applicants who request an exception to policy for attending Basic Combat Training prior to enlistment.

b. All ETP submissions must be submitted by the State Operations NCO or designated official to: [ng.ncr.ng-arng.mbx.arng-recruiting-operations-branch@mail.mil](mailto:ng.ncr.ng-arng.mbx.arng-recruiting-operations-branch@mail.mil).

c. Incomplete packets and final dispositions will be returned to the original account requesting the ETP.

d. The following minimum documents are required for all submissions:

- (1) Recruiting Commander Endorsement memorandum
- (2) USMEPCOM 680-3ADP
- (3) DD Form 2808
- (4) All DD Form 214/215, NGB Form 22 and/or discharge orders
- (5) DA Form 705 (ACFT Scorecard) and DA Form 5500/5501 (if applicable)
- (6) OPAT Scorecard
- (7) All approved lower tier waivers

e. States unable to complete the OPAT and/or ACFT requirement must have the memorandum listed in para 4-13d (1) endorsed by the State Adjutant General detailing the inability to administer the physical testing requirement(s).

#### **4-14. Medical waiver procedures**

a. A request for medical waiver will be submitted with required documents if the applicant is otherwise qualified. All medical waivers will be submitted through Medical Action Tracking System (MATS).

(1) MATS user access is limited to the positions outlined below. Exceptions to policy may be considered when supported by the Recruiting and Retention Commander and must be presented in memorandum format. Refer to Reference “Medical Action Tracking System (MATS) Access for Physicals and Medical Waivers Policy”, dated 11 May 2020. Additional MATS guidelines are managed by the Waivers Section and Chief Surgeon’s Office.

(a) Military Entrance Processing Station (MEPS) Guidance Counselor.

(b) Operations Sergeant Major

(c) Operations Noncommissioned Officer in Charge

(2) SMWRA will document the applicant’s PULHES, indicating the physical profile

on the approval/disapproval memorandum. This memorandum is not for distribution to the Applicant.

(3) If an applicant requires both administrative or conduct and a medical waiver(s), all State and DARNG level waivers must be processed and approved prior to requesting medical waivers. All approved State and DARNG level waivers need to be submitted in MATS with the medical waiver request. If both medical and administrative or conduct waivers require DMPM approval they will be submitted simultaneously to DMPM.

*b. Medical Waiver Processing.*

(1) When the MEPS GC receives notification that the applicant is disqualified during the MEPS physical examination, they or the OPS NCO will initiate the medical waiver workflow.

(2) All medical waivers require the following forms and documents for processing DoDI physicals completed at MEPS:

- (a) NGB Form 22-3 (Request for Waiver)
- (b) Standard Form 507 / Report of Medical History (DD Form 2807-1)
- (c) Medical Prescreen of Report of Medical History (DD Form 2807-2)
- (d) Report of Medical Examination (DD Form 2808)
- (e) MEDCOM 680-3ADP
- (f) Approved Lower Tier Waivers (Admin and Conduct) if applicable
- (g) Medical Documents

(3) All PS or GNPS applicants require the additional forms and documents below:

- (a) Discharge Documents (DD Form 214/215, NGB Form 22, or Orders)
- (b) Reenlistment Eligibility Data Display (REDD Report)
- (c) Separation Documents to Include Counseling Statements
- (d) Formal Board Proceedings and Medical Documents (if any)
- (e) VA Disability Sheet Showing Itemized percent and Medical Condition(s)
- (f) *Proof of Suitability Review*. Applicants disqualified with an RE-3 Code in which

the reason for discharge is unrelated to any medical reason, do not require submission to the SMWRA unless it's specifically required by ARNG-HRR-O-ASO or any adjudicating approval authority.

(4) A PS or GNPS applicant who has been discharged from any component of the Armed Forces for the following reasons require a medical waiver regardless of physical exam results at the MEPS:

- (a) Disability (Temporary, permanent, aggravation, severance pay, not in line of duty).
- (b) Disability (Existed prior to service (EPTS), Physical Evaluation Board).
- (c) Failure to meet medical procurement standards (excludes drug abuse).
- (d) Medically unfit for retention.
- (e) Physical condition (Physical condition not a disability).
- (f) Personality disorder (includes character or behavior disorder).
- (g) Any separation or discharge resulting from a medical condition with an associated RE-3 code or its equivalent.

(5) PS applicants who have been discharged from any component of the Armed Forces, or GNPS who failed to graduate from IADT for any of the reasons listed in chapter 4, para 4-14b (4), are required to submit the below additional documentation for

waiver consideration:

(a) DA Form 4707 (Entrance Physical Standards Board Proceedings), or

(b) DA Form 3947 (Medical Evaluation Board Proceedings), or

(c) DA Form 199 (Physical Evaluation Board (PEB) Proceedings)

(6) The final action for non-DMPM medical waivers will be loaded into Recruiter Zone (RZ) for each applicant by the State Waiver Analyst, operations staff, or MEPS Guidance Counselor.

c. *DMPM Medical waiver processing.* If the SMWRA determines that a waiver needs to go to DMPM, the State will be notified through MATS. The HRR Form 908 (see Appx B, para B-15) is a checklist used to gather all the applicable documents after the SMWRA's determination and before it is forwarded to DMPM. If recommended for approval it will be routed appropriately. Prior to enlistment, State Operations will generate a workflow and recommend approval in Recruiter Zone for DMPM-Medical. Required documents include but are not limited to:

(a) Request For Waiver (NGB Form 22-3)

(b) Valid Physical

1. Standard Form 507 / Report of Medical History (DD Form 2807-1)

2. Medical Prescreen of Report of Medical History (DD Form 2807-2)

3. Report of Medical Examination (DD Form 2808)

4. Supporting Medical Documents

5. Enlisted DMPM Medical Waiver Request Checklist (HRR Form 908)

(c) USMEPCOM 680-3ADP (or equivalent). Must have drug and alcohol test result, HIV result, and ASVAB score.

(d) Any approved lower tier waivers

(e) MEPS initiated psych consult (Standard Form 513 with full clinical notes) or State BHO evaluation completed on DA Form 3822

(f) Handwritten, legible applicant statement, prepared by the applicant explaining the circumstances surrounding the waiver request and basis of waiver consideration.

(g) Character references

(h) Applicants who possess a criminal history related to the disqualification (i.e. an applicant has approved DUI TAG level waiver with medical DQ of Alcohol Use/Abuse) require the additional documents but is not limited to-

1. NGB 905

2. Standard Form 86 "Block 22" and "Block 23"

3. Police records (DD Form 369, live scan fingerprint results, and court records related to any charges)

4. Police reports describing the event to include any associated costs/fees

5. *RRC recommendation memorandum.* Memorandum must indicate the applicant has been interviewed by BN CDR about past behaviors and that there is reasonable assurance those behaviors will not pose risk to unit readiness.

6. TAG endorsement memorandum stating all documents have been reviewed, what the disqualification is, and if they recommend the waiver be approved as meritorious.

7. Three character references. These references **MUST** be formatted and follow the requirements listed in the "Waivers Submission Instructions" and "Document Requirements" for Army Directive (AD) 2020-09 (Change 1).



- (i) If the applicant is PS then documents listed in para 4-14b (3).
- (j) The final action for DMPM medical waivers will be completed by Recruiting Operations Branch in RZ.
- d. Waivers submitted for failure to meet weight standards at MEPS will not be reviewed by the SMWRA. Waivers submitted for height requirements must be accompanied with an appropriate memorandum validating uniform size for the applicant. See Figure 4-1 for memorandum template. Waivers for height under or over one inch will require suitability review.

#### **4-15. Positive drug or alcohol tests (BAT/DAT)**

- a. Any applicant who was or is confirmed positive for the presence of drugs or alcohol at time of original physical examination is not eligible for enlistment.
- b. Prior Service applicants who test positive for the presence of drugs or alcohol at MEPS will not be considered for a waiver.
- c. Enlistees who are confirmed positive for the presence of drugs or alcohol at time of physical examination at MEPS will be processed for separation as outlined in AR 135-178.
- d. Waiting periods are required under the following circumstances:
  - (1) If applicant's first test is positive, he or she must wait 90 days from the receipt of positive results before waiver submission.
  - (2) If applicant's second test is positive, the applicant is permanently disqualified and no waivers or exceptions to policy will be considered.
- e. Applicants with an approved DAT waiver are prohibited from enlisting in any MOS or option that requires a security clearance, unless 90 days or more have elapsed from date of receiving negative DAT at the MEPS.
- f. A current DD Form 2808 showing negative results must be submitted with the waiver request.

#### **4-16. Counseling of applicants**

- a. To prevent frustration and confusion on the part of both the recruiter and the applicant, care should be taken in counseling applicants on waivers.
- b. Recruiters will explain to applicants that their application for waiver of disqualification was not favorably considered. However, under no circumstances will the recruiter disclose the name or organization of the final disposition authority nor will any recruiting personnel contact the final disposition authority. Waiver inquiries will be submitted through ARNG-HRR-O. In processing PS waivers, the individual should be advised that the denial of the waiver was after a thorough evaluation of their PS records in conjunction with their current waiver request. Only those documents which belong to the applicant will be returned. Waiver memorandums or copies will not be returned to the applicant. The correspondence pertaining to the approvals or disapprovals of waivers will be filed and maintained at TAG level only.

#### **4-17. Extremist affiliation**

Use the procedures below to determine eligibility when suspected affiliation is reported, by visual sighting or annotation on any enlistment document, through tattoos, behavior, verbal or written communication, appearance, or gestures that an individual is or may

be involved with an extremist organization, group, or gang. Enlistment documents include, but are not limited to, police reports, court documents, or school incidents.

a. Commanders must ensure from a series of direct and indirect questions that the applicant is in-fact given a fair assessment and determination without personal bias or a predetermined outcome.

b. A person who admits to or is determined to have been associated with, or a member of a gang linked to criminal activity, or an extremist group or organization will be interviewed concerning their involvement. When interviewing applicants, the whole person concept will be applied. Criminal background, commander interview, and a potential for meeting Army standards must be reviewed and considered.

c. Applicants who are in fact members of any extremist organization or member of a gang associated with criminal activity does not meet the standard for enlistment. *No waiver authorized.*

**Table 4-1. Waiver authority for law violations/criminal offenses**

Line	Classification of Offenses	Number of Offenses	Waiver Authorized	Waiver Authority	Reference
1.	<b>Traffic Offenses (Level 100)</b>				
		1 or more	Not required	N/A	N/A
2.	<b>Minor Non-Traffic Offenses (Level 200)</b>				
		5 or more	Yes	TAG	AR 601-210 Para 4-6
3.	<b>Misconduct Offenses (Level 300)</b>				
a.	DUI (309) or Possession of marijuana or paraphernalia (316) or NPS Positive DAT at MEPS	1	Yes	TAG	AR 601-210 Para 4-6 See Note 2 for definition of DUI
b.	DUI (309) or Possession of marijuana or paraphernalia (316) or NPS Positive DAT at MEPS	2	Yes	DARNG	AR 601-210 Para 4-7 See Note 2 for definition of DUI
c.	DUI (309) or Possession of marijuana or paraphernalia (316) or NPS Positive DAT at MEPS	3 or more	No	N/A	AR 601-210 Para 4-7 See Note 2 for definition of DUI
d.	Solicitation for prostitution or prostitution (317)	1 - 5	Yes	TAG	AR 601-210 Para 4-6
e.	Domestic Violence (308)	1 - 5	Yes	DARNG	AR 601-210 Para 4-6 See Note 1 for definition of domestic violence
f.	Domestic Violence (414)	1	No	N/A	AR 601-210 Para 4-7 See Note 1 for definition of domestic violence
g.	Any Misconduct	2 - 5	Yes	TAG	AR 601-210 Para 4-6
h.	Any Misconduct	6 or more	No	N/A	AR 601-210 Para 4-22
4.	<b>Combination of Minor Non-Traffic (Level 200) and Misconduct Offenses (Level 300)</b>				
	4 Minor Non-Traffic and 1 Misconduct	4 Level 200 and 1 Level 300	Yes	TAG	AR 601-210 Para 4-6
5.	<b>Major Misconduct Offenses (Level 400)</b>				
a.	Any Major Misconduct	1	Yes	DMPM	AD 2020-09
b.	Any Major Misconduct	2 or more	No	N/A	AR 601-210 Para 4-22

**Table 4-1. Waiver authority for law violations/criminal offenses (continued)**

NOTES
<p>1. DOMESTIC VIOLENCE OFFENSE(S):</p> <p>a. Domestic battery/violence offenses include, but are not limited to: Charge(s) of assault, simple assault, assault and battery, battery, assault with the intent to commit bodily harm, assault on a person, abuse, domestic violence or any offense that involves the use or attempted use of physical force, or threatened use of a deadly weapon by an applicant against their parent, stepparent, sister, or brother, spouse, child; by a person with whom the victim shares a child in common; by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian; or by a person who was similarly situated to a spouse, parent, or guardian of the victim. Persons who are similarly situated to a spouse include two persons who are residing at the same location in an intimate, relationship with the intent to make that place their home regardless of disposition.</p> <p>b. Enlistment of applicants with a qualifying conviction for domestic violence under the Lautenberg Amendment is prohibited. <b>No waivers authorized</b> (AR 601-210 Para 4-7 and Table 4-4, Offense Code 414).</p>
<p>2. DUI OFFENSE(S):</p> <p>a. A DUI waiver is required for any applicant who received an underage drinking and driving, wet and reckless, zero tolerance, and/or refusal to take breathalyzer or similar offenses.</p> <p>b. <b>No waiver authorized</b> for applicants with <b>three or more</b> separate DUI offenses.</p>

**Table 4-2. PS/GNPS military separations/discharges**

LINE	NARRATIVE REASON FOR SEPARATION	WAIVER AUTHORITY and or REFERENCE	NOTES
1.	Alcohol Rehabilitation Failure *	Non-Waivable AR 601-210 Para 4-23	6
2.	Alcoholism/Alcohol Abuse *	Non-Waivable AR 601-210 Para 4-23	6
3.	Attend School (includes police school and Officer training program)	No waiver required AR 601-210 Para 3-21	1
4.	Completion of Required Active Service (includes: Expiration of Active Service, Expiration Term of Service LBK, MBK, KBK, JBK, ETC, CE, or any code indicating ETS) Note 12 only applies to RE-3	AR 601-210 Para 3-22	1, 12
5.	Condition, not a disability	ARNG-HRR	9
6.	Conscientious Objector *	Non-Waivable AR 601-210 Para 4-23	6
7.	Convenience of the Government	ARNG-HRR AR 601-210 Para 4-13	5, 9
8.	Defective Enlistment Agreement	TAG AR 601-210 Para. 4-13	2
9.	Dependency	TAG AR 601-210 Para 4-13	7, 8
10.	Desertion /Dropped from Roll*	Non-Waivable AR 601-210 Para. 4-23	6
11.	Disability (Temporary, Permanent, Aggravation, Severance Pay, Not in Line of Duty)	ARNG-HRR	9
12.	Disability (Existed Prior to Service, Physical Evaluation Board)	ARNG-HRR	9
13.	Drug abuse * (excludes RSP Soldiers)	Non-Waivable AR 601-210 Para 4-23 AOC Appendix I.	6
14.	Drug Rehabilitation Failure *	Non-Waivable AR 601-210 Para 4-23	6
15.	Entry level Separation	ARNG-HRR	3, 9
16.	Entry level performance and conduct *	ARNG-HRR	3, 9
17.	Early Release - Discontinuance of Active Duty (includes: Holiday Early Release Program)	No waiver required AR 601-210 Para 3-21	1
18.	Early Release - Insufficient Retainability, Special Separation Benefit, or Voluntary Separation Incentives	No waiver required AR 601-210 Para 3-21	1
19.	Early Release -Seasonal Employment and Incompatible Occupation	TAG	7
20.	Erroneous Entry	TAG AR 601-210 Para 4-13c	2, 9
21.	Failure to Complete IADT within 24 months (if never shipped to any AD then only a suitability is required)	ARNG-HRR	3, 9
22.	Failure to meet medical procurement standards	ARNG-HRR	9
23.	Failure to Report to Gaining State upon Interstate Transfer (includes: IRR no-show)	TAG	2
24.	Failure to Report to IADT *	No waiver required AR 601-210 Para 3-21	1, 2, 9
25.	Fraudulent Entry *	ARNG-HRR	3, 9

**Table 4-2. PS/GNPS military separations/discharges (continued)**

26.	Hardship (including discharges for unreasonable commuting distance)	TAG AR 601-210 Para. 4-13	2, 7
27.	Homosexuality	No waiver required	1
28.	In Lieu of Trial by Court Martial * (includes: For the Good of the Service)	ARNG-HRR AR 601-210 Para. 4-13	5, 9
29.	Medically Unfit for Retention	ARNG-HRR	9
30.	Misconduct		
a.	Misconduct (drug or alcohol abuse) *	Non-Waivable AR 601-210 Para 4-13	6
b.	Misconduct (Serious Offense) *	DMPM AD 2020-09	5, 9
c.	Misconduct (All others not listed in Lines 32a and 32b) *	ARNG-HRR AR 601-210 Para 4-13	5, 9
31.	Non-Retention on Active Duty	No waiver required AR 601-210 3-22	1, 9
32.	Parenthood	TAG AR 601-210 Para 4-13	7, 8
33.	Physical Condition (includes: Physical Condition not a Disability)	ARNG-HRR	9
34.	Physical Standards *	ARNG-HRR	3, 9
35.	Pregnancy (Childbirth)	TAG AR 601-210 Para 4-13	8
36.	Personality Disorder (includes: Character, Adjustment, or Behavior Disorder)	ARNG-HRR	5, 9
37.	Reduction in Force (includes Reduction in Auth. Strength) Applies to SPD Code JCC only. SPD Codes KCC, LCC and MCC no waiver required.	TAG AR 601-210 Para 4-13	2
38.	Retirement, Active Duty (Voluntary, Sufficient Service)	Non-Waivable AR 601-210 Para 4-23	6
39.	Retirement, Reserve Component	ARNG-HRH	9
40.	Secretarial Authority	No waiver required	1, 9
41.	Sole Surviving Son or Daughter	TAG AR 601-210 Para. 4-20	2
42.	Unsatisfactory Participation (RC)		
a.	Applicant is in IRR *	TAG AR 601-210 Para 4-16	3, 9
b.	Applicant has been discharged *	TAG AR 601-210 Para 4-16	4, 9
43.	Unsatisfactory Performance *	ARNG-HRR AR 601-210 Para 4-13	5, 9, 10
44.	Unsuitability *	ARNG-HRR AR 601-210 Para 4-13	5, 9, 10
45.	Weight-Control Failure *	ARNG-HRR AR 601-210 Para 4-13	3

**Table 4-2. PS/GNPS military separations/discharges (continued)**

DISQUALIFYING CHARACTERS OF SERVICE			
46.	General under honorable conditions for reasons not covered above	ARNG-HRR AR 601-210 Para 4-13	5, 9, 10
47.	Other Than Honorable, Bad Conduct, or Dishonorable Character of Service or who were discharged as a result of a Qualitative Management Program (i.e. QRB/SRB) (RE-4 from Army Component)	Non-Waivable AR 601-210 Para 4-23	6
AWOL (Absent without leave or lost time)			
48.	5 days or less	TAG AR 601-210 Para 4-14	4
49.	6 - 30 days	ARNG-HRR AR 601-210 Para 4-14	5, 9
50.	31 or more days (consecutive)	Non-Waivable AR 601-210 Para 4-23	6
DISQUALIFYING REENTRY CODES (AR 601-210 Table 3-1 thru Table 3-4)			
51.	Any RE Codes requiring a waiver not otherwise covered may not process until 90 days have elapsed from separation date. Approval authority is ARNG-HRR (AR 601-210, para 4-13)		
OFFICER DISCHARGES OR SEPARATIONS			
52.	Hardship	TAG	2, 7
53.	Failure to complete military education course	ARNG-HRR	9
54.	Non-Selection, permanent promotion (officer two-time non-select)	ARNG-HRR	2, 9
55.	Qualified/Unqualified resignation	No waiver required	1
NOTES			
<p>1. Eligible for enlistment without a waiver. Current policy states all GNPS and PS applicants require a suitability review prior to processing for enlistment. See para 4-14 for PS Suitability requirements.</p> <p>2. No waiting period is required to process a waiver.</p> <p>3. Six (6) month waiting requirement from date of discharge/separation from military service.</p> <p>4. Twelve (12) month waiting requirement from date of discharge/separation from military service.</p> <p>5. Twenty four (24) month waiting requirement from date of discharge/separation from military service.</p> <p>6. Ineligible for enlistment - no waiver authorized.</p> <p>7. Applicant must provide evidence that hardship or conflict was resolved or no longer exists.</p> <p>8. Applicant may require an approved Family Care Plan (FCP) prior to submission of the waiver if they are a single parent or if their spouse is a member of the Armed Services (active or reserve).</p> <p>9. Must submit a discharge packet validating Separation Program Designator (SPD), to include all board proceedings with the waiver and/or suitability review.</p> <p>10. The following SPD codes do not require a waiver: BRA/JRA, BRB/JRB, BRC/JRC.</p> <p>11. All waiver authorities and waiting periods listed in this table supersede those listed in AR 601-210.</p> <p>12. Completion of required active service with RE-3 is eligible to enlist. NGB 22s that annotate Soldier was flagged or had a bar to extension/reenlistment require TAG Approval to enlist.</p> <p><b>" * " = Unfavorable Separation/Discharge which may impact qualification for incentives</b></p>			

## Section III Suitability review

### 4-18. Suitability

ARNG will adhere to the requirements for a suitability review as outlined in AR 601-210, paragraphs 4-2, 4-7, and all other references pertaining to suitability. All GNPS and PS applicants require a suitability review prior to processing for enlistment.

a. ARNG Accessions Suitability Office (ARNG-HRR-O-ASO) is the final determination authority for suitability issues in the ARNG to include the following-

(1) *Domestic violence/domestic crimes*. Any applicant charged with any type of domestic violence/domestic crime (as defined in Table 4-1), regardless of final disposition.

(2) *Sex crimes (any offense of a sexual nature)*. Any applicant charged with any type of sex crime, regardless of its final disposition.

(3) Adult/juvenile felony charge(s) under the local law and any offense(s) listed as major misconduct, regardless of the final disposition.

(4) Any charges listed in Table 4-3.

(5) Any history of UCMJ.

b. ARNG-HRR-O-ASO does not approve or disapprove waivers, but will recommend follow-on actions to be conducted to clarify any deficiencies.

c. A suitability review will be processed via Recruiter Zone workflow exceptions with subsequent recommendation by the State waiver liaison recommending approval.

d. The recommended documentation for the submission of suitability reviews, include, but are not limited to:

(1) Validated Standard Form 86 generated within 45 days of submission

(2) Passing E-validation

(3) Police reports

(4) Court documents

(5) Probation reports

(6) DD Form 369

(7) Hand written detailed applicant statements for all offenses (except traffic)

(8) NGB Form 905, Suitability and Waiver checklist, listing all offenses (including traffic) regardless of disposition.

e. The whole person concept will be applied in determining the applicant's qualification for enlistment.

f. Applicants who do not have a completed HRR Form 369 prior to arriving at the MEPS will require suitability review before enlisting.



**Table 4-3. Suitability review authority**

1.	RRB Operations (State)	Offenses	Reference
a.	Combination of 4x(200) or more & 1x(300)	4x(200) w/1x(300)	AR 601-210 Para 4-2e
b.	Misconduct (300)	2 or more	AR 601-210 Para 4-2e
2.	Accession Suitability Office (ARNG-HRR-O-ASO)	Offenses	Reference
a.	Major Misconduct (400)	1 or more	AR 601-210 Para 4-2e
b.	Domestic Violence offense	1 or more	AR 601-210 Para 4-2e
c.	Criminal offense of a sexual nature (includes sexting)	1 or more	AR 601-210 Para 4-22j
d.	Any offense involving a weapon on school grounds	1 or more	AR 601-210 Para 4-2
e.	PS or GNPS applicant	N/A	AOC Para 4-14
f.	Self-Admitted offense	1 or more	AR 601-210 Para 2-11

**Section IV****Retain procedures****4-19. Post enlistment arrests**

a. Warriors who incur offenses after enlistment but prior to shipping to IET are covered by this section. No Warrior will be allowed to ship to IET with unpaid fines, a pending court date, on probation (See AR 601-210, chapter 4 for unsupervised probation exceptions), or unresolved charges. Documentation must include the arrest report or ticket with the new offense(s), date of new offense(s), and agency making arrest or issued citation uploaded in RZ. All cancellations and renegotiations are outlined in PPOM 20-046 ARNG MEPS PROCESSING chapter 4, para 4-2.

(1) Police checks must be obtained per AR 601-210, Chapter 2. Court records are required showing all conditions have been met and the case has been closed. New police checks are required if new arrest or convictions occurs after previous checks were conducted. The Warrior must provide original court documents from start to the end of court proceedings. All new law violations, regardless of disposition must be reported ARNG-HRR-O-ASO.

(2) Warriors with new traffic and minor-non traffic (100 and 200 level) offenses may be approved to ship by the RRB Operations. Approval must be processed through RZ. A retain workflow will be initiated and approved/disapproved by the operations section, TAG memorandum is not required. RRB Operations will complete the workflow and validate all required documents are present in ERM, the law violations are closed with the court and that the Warrior still meets the MOS qualifications as outlined in DA PAM 611-21.

(3) Warriors with new misconduct or major misconduct (300 and 400 level) offense(s), regardless of disposition, require a retain exception from ARNG-HRR-O-ASO. TAG memorandum is required stating the meritorious case to warrant an exception (may be delegated to the State G-1). RRB Operations will verify the status of the case and documents are in ERM then forward the retain workflow to ARNG-HRR-O-ASO. The TAG memorandum will be uploaded in "Core Admin" under "ENTNAC Interview Memorandum".

#### **4-20. Concealed offenses revealed after enlistment**

a. Warriors who conceal an offense or charge (other than traffic) or conceal any court martial or other disciplinary procedure under the UCMJ, such as Article 15, Captain's mast, Article 135 Court of Inquiry, will submit a retain exception to ARNG-HRR-O-ASO. Warriors enlisted with an open or unpaid offense will be processed for discharge for fraudulent enlistment (FE), REQUEST reservation must be canceled with cancellation code FE by MEPS GC. Disapproved request must wait six months from the date of separation prior to submitting a request for a fraudulent enlistment waiver from HRR-O along with any additional waivers required.

b. Warriors who conceal traffic offenses will require an approved retain exception by the RRB operations. This does not require a retain exception from ARNG-HRR-O-ASO and TAG memorandum is not required. The operations person completing the workflow will validate that documentation is present in ERM, that the violation(s) is closed with the court and that the Warrior still meets the MOS qualifications as outlined in DA Pam 611-21.

c. Warriors who conceal offenses above non-traffic offense(s) or higher will require an approved retain exception by ARNG-HRR-O-ASO. The RRC will provide MFR with results of interviewing Warrior regardless of decision to retain or discharge. The memorandum will include, but is not limited to, why the Warrior failed to disclose the offense(s) (stating offense(s) in memorandum), documenting the meritorious case that exists to warrant an exception to the standards established in AR 601-210 to retain and if there was any involvement by recruiting personnel to conceal the offense(s). If Recruiter or Guidance Counselor impropriety is suspected, the commander will initiate a Recruiting Impropriety (RI) investigation per NGR 601-1. If the RRC recommends approval, an approved TAG retain endorsement is required requesting the Warrior to be retained. All requests for retain exceptions will have police, court, and probation records as outlined in AR 601-210 para 2-11a. The memorandums are to be uploaded in "Core Admin" under "ENTNAC Interview Memorandum". The TAG retain memorandum may be delegated to the State G-1. RRB Operations will verify the memorandum status of the case and documents are in ERM, then forward the retain workflow to ARNG-HRR-O-ASO.

d. RSP Warriors who are found to have dependents that were concealed at the time of enlistment require a determination by the RSP Commander as to whether the Warrior must be discharged or retained. If the Warrior is to be retained then the packet in RZ must be updated to reflect all dependents. A memorandum from the RSP Commander must be uploaded into the Warrior's ERM. Warriors who have new dependents while in the RSP will have their packet updated in RZ/ERM and do not require approval from the RSP Commander.

e. Depending on the offense(s) type, retain request may be disapproved and Warriors will be processed for discharge for fraudulent enlistment (FE).

f. Prior Service non-trainers. GCs or RRB Operations will notify the gaining unit commander (or designated representative) of the non-disclosed information received on a rap sheet in writing or by e-mail as outlined in AR 135-178, chapter 7. MEPS GC will upload the electronic correspondence in "Core Admin" under "Memorandum ENTNAC Interview".

## **Chapter 5**

### **Processing applicants**

#### **Section I**

#### **General**

##### **5-2. Police check procedures**

a. Telephonic police checks are authorized by NCOIC/RRSC, commissioned officers, company commanders, recruiting First Sergeants, guidance counselors, recruiting battalion operations personnel or equivalent contracted personnel assigned to the ARNG. The person obtaining telephonic police records check will sign written report on DD Form 369 blocks 14 through 16 and state in block 13 name & number of agency contact. Forwarding DD Form 369 to the Federal Bureau of Investigation, a foreign government, or foreign police agencies is not authorized.

b. A police record check is not required from law enforcement agencies that charge a fee and/or require fingerprints for arrest and/or conviction information. When police record checks are not required as described above, the recruiter will reference information obtained in DD Form 369, section III, item 12. The recruiter will complete DD Form 369 as if it were going to be forwarded to the appropriate law enforcement agency.

c. If a city or county does not have their own police agency and/or is covered by another agency, and/or arrest records are maintained by another agency, the RRNCO will have a statement written in block 12 of DD Form 369 explaining which agency has jurisdiction over that area. The RRNCO will complete blocks 14 through 16, and enter the city name in the agency block.

d. If law enforcement agencies will not complete DD Form 369, but will allow recruiting personnel to view the records, the recruiter will complete and sign the DD Form 369. In so doing, the recruiter will include a comment to the effect that they have viewed the police records that relate to the alleged offense or offenses.

e. The use of the DD Form 369 is restricted to police/sheriff/trooper only, they are not be used for court record checks. State websites are only authorized for state required DD Form 369 Police Record Checks as outlined in AR 601-210 para 2-11a. If city and/or county police agencies claim that they report all arrests and citations to their state website, they must state so in writing in the same manner as AR 601-210 para 2-11e.

f. The use of USAREC Police Agency List (PAL) is not authorized.

g. The DD Form 369 is valid indefinitely unless new law violations have occurred after the DD Form 369 has been completed.

##### **5-3. Prohibitions**

a. Female applicants enlisting into Infantry and Armor units/MOSs will be enlisted as outlined in the current ARNG-HRH and ARNG-HRR policies regarding the ARNG Full Gender Integration Implementation and Risk Management Plan for the Assignment of Female Soldiers.

b. Transgender applicants will process for enlistment in accordance with current ARNG-HRH and ARNG-HRR operational messages. These applicants will be treated

with dignity and respect.

c. The maximum distance ARNG Soldiers may travel involuntarily between their residence and the IDT training site must be within-

(1) A 50-miles radius of the IDT site. Will not exceed one and a half hours of travel time one-way by car under average traffic, weather, and road conditions.

(2) A 100-miles radius of the IDT site (This restriction is applicable to enlisted Soldiers only). An alternative that can be applied when conditions prevent the possibility of the 50-mile radius rule. It will not exceed three hours of travel time one-way by car under average traffic, weather, and road conditions.

(a) The Soldiers must be assigned to units that normally conduct MUTAs on two consecutive days (MUTA-4).

(b) Government-provided meals and quarters must be furnished at the training site.

(c) The following statement will be placed in the remarks section of the DD Form 1966 when enlisted outside of the determined radius: "I understand that the unit into which I am enlisting is farther than the reasonable commuting distance as defined in AR 135-91."

#### **5-4. Court check procedures**

a. The USAREC Form 601-210.02 is used to obtain court dispositions only when original court documents are unavailable.

b. USAREC Form 601-210.02 will be filled out by court or probation officials.

c. When a court will not complete USAREC Form 601-210.02, but will allow recruiting personnel to view the records, the recruiter will complete and sign the USAREC Form 601-210.02. The recruiter will include a comment reflecting they have viewed the court records that relate to the alleged offense or offenses.

#### **5-5. Field enlistment**

This method best utilizes systems and serves as a means to eliminate unnecessary expenses. For medical requirements see chapter 3, para 3-7d.

a. PS Applicants eligible for incentives.

(1) Incentives must be processed at the Military Entrance Processing Station (MEPS) per AR 601-210 unless otherwise directed per FY SRIP policy in effect.

(2) Applicant must accept a PSEB SRIP incentive that has been awarded through the REQUEST system via the ARNG incentives system.

(3) Applicant must have an incentive written agreement with a valid bonus control number on the addendum approved through REQUEST or the incentive management system.

(4) The incentive written agreement is not valid if executed prior to or after the date the oath of enlistment is rendered.

(5) Enlistments for the PSEB will be executed within current regulatory guidance and any additional requirements directed by DARNG or the current FY SRIP policy.

b. All PS applicants who meet "Field Enlistment" criteria will utilize the HRR Form 100 (Field Enlistment Checklist).

c. Live Scan results are required to be posted in ERM prior to enlist confirm for field enlistment applicants.

## Section II Aptitude testing

### 5-11. Testing

a. Special purpose tests are authorized for use by MEPS and are listed in DOD Manual 1145-02. Additional enlistment tests are authorized by MEPCOM Regulation 611-01.

b. Enlistment and student testing has priority over special purpose testing.

c. Tailored Adaptive Personality Assessment System (TAPAS). TAPAS is a measure of personality characteristics (for example, achievement, and sociability). TAPAS asks respondents to indicate their preference for various kinds of work activities and environments. TAPAS items consist of pairs of personality statements for which a respondent's task is to choose the statement in each pair that is "more like me." For example, "A job that requires me to teach others" or "A job that requires me to work outdoors."

(1) All applicants processing for enlistment through the MEPS are required to take the TAPAS regardless of their education Tier or ASVAB CAT. Applicants processing at a location that is not resourced to administer the TAPAS are not required to test. Applicants processing outside the continental United States (OCONUS), with the exception of Alaska, Hawaii, and Puerto Rico, are not required to take the TAPAS. This data is for collection purposes only and applicants are not required to pass this test.

(2) The TAPAS results will be input into RZ. MEPS Guidance Counselors are required to scan the test results into the Electronic Records Management (ERM) under "Waiver/TAPAS Report".

(3) Tier one education applicants who were previously screened out via TAPAS are now eligible to process for enlistment.

(4) CAT IV applicants enlisting under the Foreign Language Recruiting Initiative (FLRI) 09C enlistment option are eligible to enlist regardless of their TAPAS scores.

(5) PS/GNPS applicants whose separation was for misconduct or other adverse reasons are not required to take the TAPAS.

(6) Passing score on TAPAS is not required for O9C (FLRI) Enlistment Option applicants.

(7) *Validity.* The TAPAS scores are valid for two years.

d. *AFQT Predictor Test (APT).* The APT is an online test recruiters can use to predict an applicant's full-length AFQT score. To improve accuracy of the AFQT prediction, it is recommended that the APT be proctored to prevent the applicants from using unauthorized material. The APT consists of 20 questions (4 Arithmetic Reasoning, 8 Word Knowledge, 3 Paragraph Comprehension, and 5 Mathematics Knowledge), can be taken multiple times, and does not affect the applicant's ability to take the PiCAT or the ASVAB.

(1) *APT Testing Procedures.*

(a) After review and explanation of the Privacy Act, recruiters will register applicants and provide them a unique access code. Site URL to register applicant is [www.dmdc.osd.mil/icat-ar](http://www.dmdc.osd.mil/icat-ar). Access codes are valid for 30 days. Once the code is used, the applicant has 48 hours to complete the test.

(b) Applicants will following link in order to take the APT and use the code

provided by the recruiter: [www.dmdc.osd.mil/icat/apt](http://www.dmdc.osd.mil/icat/apt). Recruiters can access their applicant's score in the "Authorization and Reporting" tab as soon as the applicant completes the APT.

(2) *Temporary reservations with APT results.*

(a) Once an applicant has completed the APT and the Prescreen Score Report is available, the results of the report can be entered in the Test Score section of RZ. It is imperative that line scores are entered exactly as listed on the report. Once the scores have been entered, they cannot be edited and will require deletion if an error occurs.

(b) Select "Add EST" in the "Test Scores" section. Then under "Test Date" enter the date listed on the Score Report.

(c) Select Manage Temporary Reservation and APT scores that were entered should match what was entered from the Prescreen Score Report. All remaining steps remain same when making a reservation.

e. *Pending Internet Computerized Adaptive Test (PiCAT).* The Prescreen ASVAB is a test that is very similar to the CAT-ASVAB. It can be used to predict ASVAB scores. The PiCAT can only be taken once. It is imperative that the correct SSN is entered during time of registration. Once a SSN is used, it cannot be used again. Incorrect SSNs will cause a mismatch thus taking away both that individual and the true SSN holder's ability to take and use the PiCAT. It can also be used to enlist into the military if the Prescreen ASVAB score can be verified later on at a MEPS or MET site by having the potential applicant take a short verification test (V-test). PiCAT has the same number of subtests and has a similar number of questions as CAT-ASVAB. It is intended for use as an un-proctored test, and therefore, a test administrator is not required. To take a Prescreen ASVAB, the potential applicant must contact a military recruiter and obtain an access code.

(1) *PiCAT eligibility.*

(a) Applicants with any test history will not be able to take the PiCAT verification test. This includes applicants (NPS/GNPS/PS) who have test history over two years old. Be aware that although the system will allow you to register an applicant for the PiCAT with previous test history (regardless of the elapsed time), they will not be able to take the verification test at the MEPS.

(b) Applicants with a SASVAB that has not been assigned a Service Processing For (SPF) code can still take the PiCAT.

(2) *PiCAT Testing procedures.*

(a) Applicants must be 17 years of age to be authorized to take the PiCAT.

(b) After review and explanation of the Privacy Act, recruiters will register applicants and provide them a unique access code. The RRNCO may register applicants at [www.dmdc.osd.mil/icat](http://www.dmdc.osd.mil/icat). Access codes are valid for 30 days. Once the code is used, the applicant has 48 hours to complete the test.

(c) Applicants must go to the following link in order to take the PiCAT and must use the code provided by the recruiter: [www.dmdc.osd.mil/icat/prescreen](http://www.dmdc.osd.mil/icat/prescreen). Applicants are not authorized to take the PiCAT in school or on a school computer.

(d) The applicant will need to achieve a minimum Armed Forces Qualification Test (AFQT) on the first five sections of the test in order to complete the remaining sections. Applicants who do not achieve the minimum AFQT score (AFQT 25) will not be permitted to proceed to a proctored verification test (V-test) and a full ASVAB will be

required to be taken for enlistment.

(e) Recruiters are able to access applicant's PiCAT score results once applicant has completed the test. Prescreen Score Report must be uploaded in ERM if PiCAT is going to be used for enlistment. Applicant will have 30 calendar days once the PiCAT is completed to take a V-test at the MEPS. The PiCAT is time stamped and will expire to the minute it was finished. Therefore it is not recommended to project for the V-test on the 30<sup>th</sup> day as it may not be administered in time.

(3) *Temporary reservations with PiCAT results.*

(a) Once an applicant has completed the PiCAT and the Prescreen Score Report has been uploaded, the results of the report can be entered in the Test Score section of RZ. It is imperative that line scores are entered exactly as listed on the report. Once the scores have been entered, they cannot be edited and will require deletion if an error occurs.

(b) Select "Add PiCAT" in the ASVAB information section. Enter "pre" in the Test Version section, and then under Test Date enter the date listed on the Score Report.

(c) Select Manage Temporary Reservation and PiCAT scores that were entered should match what was entered from the Prescreen Score Report. All remaining steps remain same when making a reservation.

(4) *Processing procedures with PiCAT results.*

(a) Applicant completes PiCAT.

(b) Upload PiCAT Prescreen Score Report in ERM.

(c) Project applicant for ASVAB by selecting "Verification Test," from the dropdown on the projection screen in RZ. Verification test can be completed at the MEPS or at a MET Site with PiCAT capabilities.

(d) Upload a USMEPCOM Form 680-3A-E in ERM with "PiCAT Verification" written across the top.

(e) The SGC/GC will project the record in MIRS to reflect "V-Test" as the test to be taken in the comments. This will document the proper test on the USMEPCOM Form 727-E.

(5) *PiCAT Verification Test (V-test).*

(a) Applicants will have 30 calendar days once the PiCAT is completed to take a V-test at the MEPS. The V-test is a 25-30 minute proctored test to confirm the applicant took test properly. The V- test validates the PiCAT score for use as the official test score of record and will detect any inconsistencies that will cause an unconfirmed test result.

(b) If the V-test is confirmed, the applicant will enlist under their PiCAT score.

(c) If V-test is not confirmed, the applicant will be automatically routed to a full length ASVAB and the resulting score will be the score of record. The V-test is considered an initial test, current retest rules will then apply.

(d) Applicants will be randomly chosen to take a full length ASVAB in addition to the V-test in order to continually validate the testing algorithms. It is only for research purposes and is not used for enlistment.

f. *Work Preference Assessment (WPA).* WPA was developed to measure the "Fit" between person and MOS/Army environment. It is research only and will have no impact on applicants who process at the MEPS. The data collected will be used to analyze the predictive validity and classification potential of the test. There is no intent for WPA to tell an applicant what to do or make decisions for them. Rather, if validated

for use at some future time, it is designed to help them make better choices.

(1) Applicants that take the WPA will not receive a score and the system does not have the ability to print a score report (the research is completely seamless to the applicant and the guidance counselors at the MEPS).

(2) WPA will only be administered at the MEPS.

(3) The WPA will only be administered to applicants who are not already ASVAB qualified.

g. *Occupational Physical Assessment Test (OPAT)*. The Secretary of the Army directed the Army to implement the OPAT in order to ensure that incoming Soldiers are set up to succeed, reduce injury rates and attrition in Initial Entry Training (IET), and improve Army Readiness. OPAT is a four-event test that consists of the Standing Long Jump (LJ), Seated Power Throw (PT), Strength Deadlift (SD), and the Interval Aerobic Run (IR).

(1) All NPS Soldiers must take and pass the OPAT performance standards for their Military Occupational Specialty's (MOSs) Physical Demand Category (PDC) within 90 days of shipping to Basic Combat Training.

(2) Due to the overall success of first time OPAT testers meeting their MOS OPAT requirements the 120-day ship window is no longer mandatory. The earliest date a new enlistee can have a reservation pulled is 30 days or later due to the time it takes to receive the background investigation results.

(3) States will fill the earliest seats available to improve the ARNG's monthly training seat utilization rates. All scheduled shippers that have passed their OPAT test will be considered for renegotiation to the left and ship as soon as possible to IET.

## **Section III**

### **Special enlistment processing**

#### **5-30. Recruit Force Pool (RFP)**

Enlistment into the Inactive Army National Guard (ING) – Recruit Force Pool (RFP) program. The proponent regulation for the RFP program is NGR 614-1, which should be used for enlistment guidance. This section provides clarification enlistment process and provides guidance for applicants entering the RFP. The RFP enlistment option will enhance States ability to manage their end-strength. All States that are currently over their current Fiscal Year (FY) end strength ceiling are encouraged to use this option.

a. *Personnel accounting and strength reporting*. Although not counted against ARNG Selected Reserve end strength, RFP Warriors are members of the Ready Reserve of the Army. The RRC will ensure that all RFP Warriors are tracked in the Retention Management Software (RMS) Vulcan RSP Case Work Module until they are released from the RFP.

b. *Eligibility*.

(1) Applicants who enlist into the RFP program must be fully qualified for enlistment into active status in the ARNG.

(2) Applicants who enlist under the RFP program cannot, by law, re-enter the ING at a later date.

(3) RFP enlistment is appropriate for applicants who cannot ship to their initial entry training (IET) for more than 120 days after becoming eligible to enlist in ARNG;



these applicants may enlist into the ING through the RFP program and be assigned to the Recruiting and Retention Command RFP designated position (duty MOS 00F10), paragraph 026A and line 52A.

*c. Enlistment into the RFP.*

(1) The applicant will complete the enlistment process at the MEPS as outlined in AR 601-210.

(2) An applicant enlisting into the RFP will establish a date, no more than 485 days into the future, at which time they will ship to IET. At a date, which is 120 days from the IET ship date the RFP Warriors will be required to enlist into active status in the ARNG.

(3) RFP applicants may enlist for a 1x0 term.

(4) RFP Warriors will not be issued a Military ID Card.

(5) RFP Warriors will be in an inactive status and not a member of the Selected Reserve.

(6) RFP Warriors will not be accounted for in the paid strength of the ARNG until they have enlisted into active drilling status.

*d. RFP Phase 1.*

(1) RFP applicants, will contract into a projected unit, and MOS, with a training seat ship date that complies with current guidance. They will enlist into the RFP for 1 year. The MEPS GC will manually produce (not system generate) the DD Form 4-series for enlistment into the RFP. Time served in the RFP applies to the Warrior's 8-year military service obligation (MSO) as specified in the enlistment contract.

(2) MEPS Guidance Counselors will manage all RFP contracted Warriors in a separate file system in order to maintain accountability and ensure these Warriors contract into the SELRES once eligible.

(3) Although not in a paid drilling status, all RFP Warriors are encouraged to take the Occupational Physical Assessment Test (OPAT) within the current OPAT policy guidance. States will confer with their Staff Judge Advocate (SJA) to ensure OPAT complies with local regulations, state laws and statutes before administering the OPAT to Warriors in the RFP. This is the only activity RFP Warriors will participate in with the Recruit Sustainment Program (RSP).

*e. RFP Phase 2.*

(1) All RFP Warriors will enlist into the ARNG SELRES when eligible. The MEPS GC generates the NGB Form 22B to reflect ING time, executes the DD Form 4-series for enlistment in the SELRES for any authorized period of enlistment (3x5, 4x4, and 6x2) and updates the DD Form 1966. Time served in the RFP applies to the Warrior's 8-year military service obligation (MSO) as specified in the enlistment contract.

(2) Upon execution of the Phase 2 enlistment, the applicant will sign all applicable bonus addendums as outlined in current Selected Reserve Incentive Program (SRIP) policy.

(3) In the event the RFP Warrior fails to enlist or is determined to be unqualified to contract into the SELRES, the RRB will notify the Military Personnel Office to discharge the RFP Warrior.

### **5-53. Processing requirements for Lawful Permanent Residents (LPR)**

Lawful Permanent Residents (LPRs) must present a valid I-551 card, which will expire no earlier than six months after the proposed ship date. Applicants not meeting this standard require an approved citizenship suitability review from ARNG-HRR-O-ASO, prior to enlistment processing. LPR Warriors will be enlisted into the SELRES, unless otherwise directed by ARNG-HRR-O-ASO. DA G-1 is the approving authority for all I-551 card ETP actions. All I-551 card exceptions must be approved on a suitability review workflow.

a. I-551 card exceptions to policy may be requested for LPR applicants:

(1) With an expired I-551 card, and a USCIS receipt showing the applicant has already paid for the renewal or replacement of the I-551 card.

(2) When the I-551 card will expire within 12 months of enlistment into the SELRES.

(3) When the I-551 card extension which is going to expire within six months of the proposed ship date. This is for 10-year I-551 cards only. It is not authorized for two-year conditional I-551 cards.

b. Warriors obtaining naturalization prior to shipment.

(1) MEPS GC will scan a copy of the certificate of naturalization, certificate of citizenship, or US passport into the appropriate folder in ERM.

(2) Submit a citizenship suitability review in Recruiter Zone, requesting to change the Warrior's status from LPR to US Citizen.

(3) With an approved workflow from ARNG-HRR-O-ASO, the Warrior can be changed in all systems to a US Citizen.

(4) If the Warrior would like to renegotiate into a security clearance MOS, the GC or State Operations must notify the State Security Manager (SSM) of the change in citizenship status. The SSM will upload the appropriate citizenship document and notify the DOD-Central Adjudication Facility (CAF). The Soldier will not be allowed to renegotiate into a clearance MOS until his/her status is changed to reflect a US Citizen.

c. When processing an applicant who is a conditional I-551 card holder, as outlined in paragraph 2-4b, the MEPS GC will review the following statement with the applicant that is entered by ARNG-HRR-O-ASO in the free text of the DD Form 1966: "I understand that if I forfeit my conditional permanent residence status for any reason, I will be subject to separation proceedings as outlined in AR 635-200 (Enlisted Separations) and any other requirements mandated by the Army for a Soldier who is not lawfully admitted to reside in the United States."

## **Section IV**

### **Training management**

#### **5-59. Training seat management**

See the current ARNG MEPS Processing Policy (PPOM 20-046 at the time of publishing) for ARNG Initial Entry Training (IET) Seat Management.

#### **5-60. Split training option**

The Split Training Option (STO) allows an ARNG Warriors to complete BCT and AIT

during two separate training cycles.

*a. Methodology.*

(1) Warriors enlisted under this option will be ordered to BCT only, Phase I of IET, and return to the RSP to attend regularly scheduled training assemblies.

(2) Within one year of completing BCT, these Warriors will be ordered to AIT, Phase II of IET, and complete their required MOS training.

(3) Warriors enlisting for STO will remain attached to RSP. They are required to perform all scheduled UTAs between Phase I and II. At the discretion of the RRC and unit commander, the Warriors may attend Annual Training (AT) between Phase I and II (see AR 135-91).

(4) STO Warriors are not required to retake the OPAT prior to AIT even if the AIT start date is beyond 12 months from the initial OPAT test.

(5) The STO is the only authorized training option for CIHSJR.

(6) The STO is only guaranteed for CIHSJR. Other applicant types listed in chapter 5, para 5-60b (2) may be diverted to standard training.

(7) MEPS personnel must ensure CIHSJR applicants attending (Phase I) BCT only, have their Mandatory Return Date (MRD) annotated on their IET orders. The MRD will be established by the MEPS GC in coordination with NGB Form 900 (Section III Block 5) with the number of days authorized to miss from school to allow for the maximum amount of time to complete BCT. Warriors who complete Phase I training must understand there is no MRD for Phase II and there is the possibility of missing a semester of college.

*b. Eligibility.* To be eligible to enlist under the STO, applicants will:

(1) Meet the enlistment eligibility standards as outlined in this policy and AR 601-210.

(2) Be classified as a CIHSJR, HSSR, College Student, or considered under the seasonal employment requirements. GNPS and PS applicants are not eligible for the STO.

(3) Enlist for the **6x2 or 8x0** authorized period of enlistment only.

(4) Ship to IET (Phase I) within 270 days of enlistment.

(5) Remain fully eligible through phase 2 ship date.

(a) Phase II shippers are not authorized to ship to an AIT that requires an operator's/driver's license if their license will expire during training.

(b) The license must be renewed prior to the Phase II reservation being pulled.

*c. Authorized training.*

(1) The MOSs in Table 5-1 are authorized for STO applicants who are within 270 days of the reception station date. MOSs listed are subject to change based on changes to training Program of Instruction (POI) length or the volume of course starts.

(2) Applicants that have college enrollment verification (NGB Form 901) for the current or upcoming semester will be scheduled for standard training for the following semester, when training seats are available. When training seats are not available, these applicants will be required to ship as outlined in paragraph 5-59. Exceptions to policy (ETP) will be reviewed and considered on a case-by-case basis. Requests for ETP will be directed to the ARNG-HRR-O, REQUEST Operations Center NCOIC.

**Table 5-1. Authorized MOSs for Split Training Option**

11B	11C	12B	12C	12K	12N	12R	12W
13B	13F	13J	13M	13R	14S	15P	19D
19K	27D	31B	36B	42A	42R	56M	68W
74D	88M	89B	91B	91D	91L	92A	92F
92G	92L	92M	92S	92W	92Y		

## **Chapter 6**

### **Military Entrance Processing Station (MEPS) processing phase**

#### **6-1. MEPS Processing Applicant Identification (ID) Requirements**

Applicants processing at MEPS are required to present an authorized photo identification (ID) for initial enrollment, check-in/out of the contract lodging facility, aptitude testing, and check-in for a consultation appointment. See Appendix G for more details, including Table G-1 for a list of the authorized photographic identifications and Figure G-1 for examples. See **G-3 MEPS Commander Exception** for exceptions processed through the MEPS GC.

#### **6-4. MEPS Guidance Counselor (GC)**

MEPS GCs will process all enlistments as outlined in ARNG Strength Maintenance MEPS Processing Policy. For the most current ARNG Strength Maintenance MEPS Processing policy, see: <https://www.milsuite.mil/book/docs/DOC-900805>.

#### **6-8. Vacancies and projected vacancies**

a. Verify applicant qualifies for vacancy held or requested. Recruiters will ensure each applicant arrives at the MEPS with one held vacancy and two additional alternate projected vacancies. Additional vacancies should reflect career fields that do not have the same security clearance requirements or physical demand category requirements. Recruiters will review the DA Pam 611-21 related to these requirements. For the current DA PAM 611-21 go to the link <https://www.milsuite.mil/book/groups/smartbookdapam611-21>.

b. *ARNG Accessions.*

(1) All enlistments will have a valid Vacancy Control Number (VCN) in REQUEST when enlisting into a valid position using WEB REQUEST.

(2) Soldiers enlisting from the AC will have a valid VCN in REQUEST using RETAIN.

(3) Soldiers enlisting from the Marine to Guard program will request a valid VCN in REQUEST by contacting the State AUVS Manager. The State AUVS Manager will close the vacancy in REQUEST until the applicant enlists. Enlistment packets will be mailed to the State ISR Manager for load into IPPS-A. When the Soldier has been gained into IPPS-A, the State AUVS Manager will delete the vacancy in REQUEST.

(4) When a vacancy is manually built in REQUEST, include the IPPS-A control number associated with the position being built, and annotate the control number in the remarks column in REQUEST. Also annotate the IPPS-A control number on the DD Form 1966 page 4.

## **6-9. Vacancy requirements**

Recruiters will obtain a valid vacancy control number prior to projection. AUVS managers will ensure the needs of the organization are being met.

### **a. Vacancy management.**

(1) Vacancies are created using the AUVS software and uploaded into REQUEST daily by State AUVS Managers.

(2) Authorized MOS strength positions are created in AUVS and will not exceed 125%.

(3) Skill level 1 and 2 primary positions are top-loaded and approved by the State AUVS Manger.

(4) Skill level 3 and 4 primary positions are top-loaded and approved by the State AUVS Manager when the positions becomes vacant for over 60 days.

b. Tier Management Score. All applicants who are eligible and who subsequently elect enlistment options, monetary incentives, educational benefits or any combination of these will be based on Management Tier Score on the VCN in REQUEST. Over strength vacancies are not eligible for incentives. Manually built vacancies are not eligible for incentives unless approved override is completed by ARNG-HRM-I. Refer to current FY SRIP policy for guidance.

## **6-15. Correction of errors on enlistment forms**

The following procedures are used to correct errors found post-enlistment on forms already distributed-

a. Commander, or designee, may correct minor administrative and typographical errors found after distribution of forms. Complete a DA Form 4187 (Request for Personnel Action) to correct either the DD Form 4 series or DD Form 1966 series. The Soldier must sign the DA Form 4187, which is subsequently forwarded to the State G-1.

### **b. Correcting term of enlistment.**

(1) To correct the term of enlistment on the DD Form 4 series, the unit commander will forward a correction of enlistment agreement through military channels to the State G-1. The request will contain the following data:

(a) Sworn statement by the Soldier and other involved persons. The statement will give circumstances of enlistment.

(b) Evidence to support claim of error in period of enlistment (for example, DD Form 4 series, DD Form 1966 series, or other applicable documentation).

(c) Statement from the Soldier indicating that they agree with or consent to the correction of term of enlistment as shown on the DD Form 4 series.

(2) The State G-1, or designated representative, will then review the enlistment correction package for accuracy and, if approved, add a memorandum signed by the State G-1 to the Soldier's file. If the correction package is not acceptable, the State G-1 will return it to the unit for further work. The DD Form 4 series will be maintained in its original state.

## **Chapter 7**

### **Civilian Acquired Skills Program (CASP)**

#### **7-3. Procedures**

- a. Director, Army National Guard (DARNG) has overall responsibility for policies pertaining to CASP and will –
  - (1) Conduct periodic review for addition and deletion of skills and submit recommended changes to the Office of Army G-1(DAPE-MPA).
  - (2) Develop criteria for skills to be added to the CASP.
  - (3) Review and comment on recommendations submitted by other agencies.
- b. The Adjutant General (TAG) will –
  - (1) Conduct periodic review and submit recommendations for adding of or deletion of skills to ARNG-HRH.
  - (2) Review and comment on recommendations submitted by subordinate organizations or individuals.
- c. Recruiting and Retention Commander (RRC) will –
  - (1) Implement processing procedures contained in this policy.
  - (2) Develop and implement advertising, procurement plans, and procedures to attract qualified applicants for the CASP enlistment option.
  - (3) Promote the CASP and ensure vocational, technical and nursing schools are canvassed as a source of ready-trained assets for ARNG units.
- d. Unit commanders who have Soldiers enlisted utilizing the CASP option will utilize Soldiers in the CASP PMOS for at least one year.

#### **7-4. Eligibility**

CASP is available to qualified applicants, both with and without prior military service. Skills acquired through military service will not be used when qualifying applicants for CASP.

- a. CASP is an enlistment option only and cannot be used for Soldiers current serving in the ARNG. Applicants must –
  - (1) Meet basic eligibility standards outlined in AR 601-210.
  - (2) Meet MOS requirements outlined in DA Pam 611-21  
<https://www.milsuite.mil/book/groups/smartbookdapam611-21>.
  - (3) Have had either the training or experience in the civilian acquired skill within the preceding 24 months of the effective date of enlistment.
- b. Applicants who have unusual or unfamiliar training and experience relevant to a CASP MOS, will request for determination of equivalency from the proponent through ARNG-HRR-O-ASO.

#### **7-7. Basic combat training requirement**

Applicants who have not completed Army BCT, WTC, USMC BCT, USAF SOF training, USAF SF training, or USN SOF training during previous military service, must complete Army BCT and any prerequisite training for awarding of the CASP MOS.

#### **7-8. Requirement for prerequisite training**

- a. No MOS training during IADT will be offered under the CASP, except as outlined

in Table 7-1.

b. Select MOSs available under the CASP require completion of specified training as a prerequisite for award of the MOS.

### **7-9. Requirement for proficiency training**

ARNG CASP training options require completion of a specified period of proficiency training as a prerequisite for awarding of the MOS as outlined in DA PAM 611-21.

### **7-10. Determination of qualifications and enlistment grades**

a. CASP applicants must present valid evidence of completion of required civilian training to enlistment authorities. This evidence may include:

- (1). Certificates or diplomas. Must have the original seal of the institution or be notarized as true copies.
- (2) Union cards. Training may include successful completion of union, industry, or government recognized training or apprenticeship programs.
- (3) Employment records. Evidence must validate the period of actual work experience, training received, degree of proficiency attained, and a summary of summary of duties and training in the civilian acquired skill.
- (4) Board of registry or professional society certificate of registration.
- (5) School transcript(s) or diploma(s).
- (6) Civil Service Apprentice or Journeyman certification.
- (7) National Registry of Emergency Medical Technician certification. Must be valid through IET.

b. Applicants who meet training and work experience requirements, as outlined in Table 7-1, and satisfy all other enlistment criteria **will be enlisted in pay grade E-4**.

c. ARNG Bands Enlistment Options are outlined in Table 7-2.

### **7-12. Army CASP enlistment control**

CASP applicants must be projected or assigned to an MTOE/TDA unit vacancy or projected unit vacancy in accordance with the Soldier's CASP MOS.

### **7-14. Mobilization readiness and deployability**

a. Applicants who enlist under CASP will be reported as MOSQ for mobilization readiness when all of the following actions are accomplished.

- (1) Completion of BCT
- (2) Completion of MOS prerequisite training, if required by the MOS for which enlisted
- (3) Award of CASP MOS as PMOS

b. ARNG Soldiers must complete a minimum of 12 weeks of IADT or equivalent before being allowed to deploy, as outlined in Title 10 U.S. Code 671. Questionable cases will be determined by Army G-1.

### **7-15. Processing procedures**

a. Processing procedures must be followed for all CASP applicants. Any applicant for CASP must present the prescribed documented evidence of qualifications. Applicants will submit documents that verify length and successful completion of

education, training and experience for applicable skill. Documents are outlined in paragraph 7-10. Civil Service Standard Form 50 (Notification of Personnel Action) may be used.

(1) RRNCO will review and verify qualification before sending any applicant to the MEPS. RRNCOs will forward all applications that required TAG approval prior to sending the applicant to the MEPS.

(2) MEPS GCs will verify qualifications, completed necessary enlistment forms and processing, including the NGB Form 594.

(3) PS applicants will-

(a) Enlist as outlined in paragraph 3-14 and in **pay grade E-4**

(b) Complete prerequisite MOS training when required

b. Processing information and audition procedures for Army Band applicants are outlined in DA PAM 611-21 (SMARTBOOK) para 10-42R. For MOS 42R, vacancies must match the Additional Skill Identifier (ASI)/instrument the applicant is enlisting into.

**Table 7-1. Skills and criteria to qualify for CASP**

MOS	Option (Table 7-2)	Criteria	Rank/Pay Grade
35M1 (Human Intelligence Collector)	1, 2 or 3	a. Must take DLPT at MEPS with passing scores of "2" in both reading and listening. b. Must attend BCT/AIT training path (no DLI requirement) c. Other requirements are listed in DA PAM 611-21 chapter 10, para 10c.	SPC/E-4
35P1 (Signals Intelligence Voice Interceptor)	1, 2 or 3	a. Must take DLPT at MEPS with passing scores of "2" in both reading and listening. b. Must attend BCT/AIT training path (no DLI requirement) c. Other requirements are listed in DA PAM 611-21 chapter 10, para 10c.	SPC/E-4
42R1 (Army Band Person)	1, 2 or 3	DA PAM 611-21 (SMARTBOOK) para 10-42R.	SPC/E-4
68W1 (Health Care Specialist)	1, 2 or 3	a. Must be nationally registered as an Emergency Medical Technician (EMT) "B", "I" or "P". (No provisional registrations) c. Will be accelerated to week 7 of 68W AIT for MOS Awarding.	SPC/E-4
88M1 (Motor Transport Operator)	1, 2 or 3	a. Must have two years of experience driving vehicles rated as five ton or higher. b. Must have valid State driver's license. c. Must successfully complete a four week follow-on transportation training course after BCT.	SPC/E-4



**Table 7-2. ARNG CASP enlistment training options**

<p>Option 1: Available to NPS</p> <p>Training Requirement: 10 weeks BCT, with applicable proficiency training during IADT.</p> <p>IADT: Must have 12 weeks consecutive training as outlined in 10 USC 671. Exceptions may be made when training affects college entry scholarships or band camp. See DA PAM 611-21 for proficiency training requirements specific to MOS selected in Table 7-1.</p>
<p>Option 2: Available to GNPS who require BCT</p> <p>Training Requirement: 10 weeks BCT with applicable proficiency training during IADT.</p> <p>IADT: Must have 12 weeks of consecutive training as outlined in 10 USC 671. See DA PAM 611-21 for proficiency training requirements specific to MOS selected in Table 7-1.</p>
<p>Option 3: Available to PS applicants who have completed IADT and awarded an MOS</p> <p>Training Requirement: PS applicants who have not completed Army BCT, WTC, USMC BCT, USAF SOF training, USAF SF training, or USN SOF training will attend Army BCT (see AR 601-210).</p> <p>IADT: None. See DA PAM 611-21 for proficiency training requirements specific to MOS selected in Table 7-1.</p>

## **Chapter 8**

### **Post-shipment MOS reclassification actions**

#### **8-1. Purpose**

This chapter covers post-shipment MOS reclassification actions that are potential training adjustments needed once a soldier has shipped from their home state to the training site. These actions are tracked and initiated by the ARNG LNCO office at each training location and processed by the state IADT Manager. In order to process post shipment actions in the most time efficient manner possible, these re-class actions are outlined below, working in coordination with ARNG-HRR-O and training site LNCO offices.

#### **8-2. Actions by training site ARNG LNCO**

Should a trainee fail to meet the current medical, moral, or administrative requirements for original contracted shipment MOS:

- a. Trainee will report directly to LNCO or the LNCO office will be informed of the Trainee's status by Cadre, DS, or support staff.
- b. LNCO will initiate an event oriented counseling as outlined in TRADOC 350-6 explaining the intention of re-class and potential COA's.
- c. LNCO will notify the State through RMS Vulcan and an email that states re-class actions are to be initiated that produce a signed DA Form 4187 (Figure 8-1) and an ATRRS training load for the new training path. All items listed in section 3 of the

example DA Form 4187 must be on the form but additional admin information may be added to meet the needs of the organization.

### **8-3. Actions by State IADT managers**

In the event a reclassification is necessary while the Trainee is at the training base, the two MOSs listed on the DD Form 1966 will be used as the primary reclassification training options for the soldier. RRNCOs and MEPS GCs are responsible for ensuring there are two alternate MOSs listed on the DD Form 1966 at the time of enlistment. These alternate MOS choices must be validated against the final Trainee's medical, moral and aptitude qualifications prior to ship confirmation by the MEPS GC or their States RSP. When the Trainee's State receives notification the Trainee must reclassification, they will be requalified for one of these two MOSs first and provide updated unit and vacancy information on the DA Form 4187 (Figure 8-1). The Trainee should be loaded into ATRRS within three working-days following the State's notification of the reclassification action.

a. If the aforementioned MOS choices cannot be trained due to the Trainee's current qualifications or there are no longer vacancies supporting said MOSs, the following actions will be completed before the signed DA Form 4187 (Figure 8-1) is submitted to ARNG-HRR-O for action:

(1) State identifies new vacancies within reasonable commuting distance per AR 601-210. All efforts should be made to find a new MOS where the Trainee is currently training for cost effectiveness.

(2) Trainee is quality checked against new reclassification MOS as outlined in DA PAM 611-21 at <https://www.milsuite.mil/book/groups/smartbookdapam611-21>, chapter 10, para 10c, ensuring all aptitude, moral and medical qualifications are met. If medically disqualified at the reception station see para 8-4 below.

(3) IADT Manager coordinates with ARNG-HRR-O (IET Section) on training availability for new reclassification training based on the newly identified MOSs and vacancies.

(a) If the current installation travel section will move a soldier from one installation to another as an ATRRS "Wait", the Trainee will be loaded into the next available class start and front loaded based on priority as outlined in AR 350-1.

(b) If the travel section will not move a soldier as an ATRRS "Wait" and must be in "Reserved" status, the state will have to choose an available MOS where training can start within a reasonable time frame.

(4) IADT Manager coordinates with servicing LNCO to confirm the Trainee understands the new MOS and vacancy. The LNCO will complete the Trainee's counseling and allow the State to confirm this action on the DA Form 4187 for completion. LNCO must provide the soonest available time frame the Trainee may depart for the next training class to allow for the targeted ATRRS load applicable to the time frame.

(5) The DA Form 4187 is filled out in its entirety, signed by the authorized approval authority, and submitted to the ARNG Reclassification Microsoft Teams O365 site for action. Servicing LNCO will ensure that the Army Training Center (ATC) updates ATRRS out-status / reason code information, allowing the Trainee a new ATRRS training reservation and or path.

(6) Once the Trainee has been loaded in ATRRS by ARNG-HRR-O (IET Section), the ATRRS reservation information will be forwarded to the owning IADT Manager and servicing LNCO, allowing the remaining actions for the Trainee to be completed by the LNCO office.

(7) Movement orders will be attached to the Trainee's original travel order through coordination with the ATC student records office and secured by the LNCO or Cadre. This is only done following confirmation that the Trainee has been loaded into ATRRS with a new training path.

#### **8-4. Reclassification actions for medical reasons**

Trainees disqualified at reception that require a medical waiver to continue training should follow the urgent waiver process outlined in chapter 4, para 4-6a and b.

Servicing LNCO will provide supporting medical documentation to the State in order to complete the urgent waiver process. Medical waivers approved for continued service will process reclassification actions outlined in para 8-3 above.

**Figure 8-1. DA Form 4187 for post shipment MOS reclassification (Page 1)**

<b>PERSONNEL ACTION</b>		
For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.		
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>		
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended		
PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.		
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.		
DISCLOSURE: Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.		
1. THRU (Include ZIP Code) ARNG-HRR-O	2. TO (Include ZIP Code) TRAINING SITE ARNG LNO OFFICE	3. FROM (Include ZIP Code) STATE RRB
<b>SECTION I - PERSONAL IDENTIFICATION</b>		
4. NAME (Last, First, MI) Snuffy, Joseph M.	5. GRADE OR RANK/PMOS/AOC PV2/09B(31B)	6. SOCIAL SECURITY NUMBER 123-45-6789
<b>SECTION II - DUTY STATUS CHANGE (AR 600-8-6)</b>		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
<b>SECTION III - REQUEST FOR PERSONNEL ACTION</b>		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input checked="" type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
<b>SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)</b>		
1. Reason for re-class: _____		
2. SM re-classed to: MOS ___ PARA ___ LIN ___ UIC ___ / From: MOS ___ PARA ___ LIN ___ UIC ___		
3. New Unit Address: _____		
4. Solder meets all Medical, Moral, and Admin qualifications per DA PAM 611-21, Ch. 10c.: _____ (Initials)		
5. Waiver completed for new MOS? Circle: Moral / Medical / Admin / None: _____ (Initials)		
6. SM understands incentives eligibility could change with re-class (has been counseled by ARNG LNCO) : _____ (Initials)		
7. State Point of contact for this action is:		
Name: _____		
Phone: _____ Email: _____		
<b>SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL</b>		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -		
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE BN CDR or RSP CDR	13. SIGNATURE	14. DATE (YYYYMMDD)

DA FORM 4187, MAY 2014

SUPERSEDES DA FORM 4187, JAN 2000  
AND REPLACES DA FORM 4187-1-R, APR 1995

Page 1 of 2  
APD LC v1.03ES

**Figure 8-1. DA Form 4187 for post shipment MOS reclassification (Page 2)**

15. NAME OF INDIVIDUAL		16. SSN	
<b>ADDENDUM - RECOMMENDATIONS FOR APPROVAL/DISAPPROVAL</b>			
AUTHORITY	a. TO	b. FROM	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
AUTHORITY	a. TO	b. FROM	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
AUTHORITY	a. TO	b. FROM	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
AUTHORITY	a. TO	b. FROM	
c. ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	
d. NAME (Last, First, Middle)		e. RANK	f. DATE (YYYYMMDD)
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			

## Chapter 9 Enlistment and accession programs and options

### 9-1. Officer Candidate School (OCS) enlistment option, 09S

The Officer Candidate School (OCS) Enlistment option 09S should be used to attract NPS/PS applicants to the ARNG who wish to become a Commissioned Officer. The OCS enlistment option identifies eligibility criteria and options for applicants to attend State or Federal OCS. OCS enlistment standardization increases accession quality, packet accuracy, and packet completion, to aid in shaping the force. All applicants must meet the criteria for both Enlistment and Federal recognition. All OCS applicants must be fully processed at the Military Entrance Processing Station (MEPS) and have a validated checklist (HRR Form 200 for State OCS and HRR Form 201 for Federal OCS) and control number before REQUEST reservation and enlistment.

#### a. *Basic eligibility (NPS/PS).*

- (1) Meet the basic enlistment eligibility standards of AR 601-210.
- (2) Be a U.S. Citizen.
- (3) Must provide official transcripts showing a minimum of 90 semester hours along with a degree plan from an accredited college or university prior to enlistment or a baccalaureate degree of higher.
- (4) Meet the eligibility criteria for Federal recognition in NGR 600-100, except as changed in this paragraph.
- (5) Achieve a General Technical Aptitude Area (GT) score of 110 or higher. No waiver authorized for this requirement.
- (6) Qualify for 09S as outlined in DA Pam 611-21, at the time of enlistment.
- (7) Contract for a minimum of six years (NPS), or three years (PS) applicants.
- (8) Security clearance is required prior to commissioning.
- (9) A suitability review is required for all OCS applicants with law violations. OCS applicants with the law violations listed below will required a TAG exception memorandum that authorizes the applicant to continue processing.
  - (a) Any offense with a fine of more than \$300.
  - (b) Any offense where confinement was ordered, regardless of suspended sentence or deferred disposition.
  - (c) Any offense resulting in a conviction or OAD listed as misconduct (300).

#### b. *Accelerated OCS.* Applicants must meet the following requirements.

- (1) *Age.*
  - (a) NPS applicants must be at least 18 and not have passed their 35th birthday prior to enlistment.
  - (b) PS applicants must be able to complete the Accelerated OCS course and commissioning requirements prior to reaching age 42.
  - (c) Requests for exception will be processed through ARNG-HRR (Waivers NCOIC).
- (2) *Education.* Must provide official transcripts showing a minimum of 90 semester hours along with a degree plan from an accredited college or university prior to enlistment or a baccalaureate degree of higher.
- (3) *Training.* Applicants will be formally counseled to ensure they understand the training path for Accelerated OCS.

- c. *Federal OCS*. To meet the requirements for Federal OCS, applicants will:
- (1) *Age*.
    - (a) NPS applicants must be at least 18 years of age, have not reached their 33rd birthday at the time of shipment to BCT, and must accept a commission prior to age 34.
    - (b) PS applicants must not have reached their 33rd birthday at the time of shipment to BCT and accept a commission prior to age 34.
    - (c) Requests for exception will be processed through ARNG-HRH-O (Officer Policy Branch).
  - (2) *Education*. Must provide official transcripts from an accredited college or university conferring a baccalaureate degree or higher prior to enlistment.
  - (3) *Training*.
    - (a) Soldiers will not be scheduled for Army BCT until 90 days after enlistment.
    - (b) Be formally counseled to ensure they understand the training path for Federal OCS.
  - (4) Obtain a memorandum for record signed by an O-4 or higher, which confirms the applicant attended and was recommended by an in-person or telephonic board conducted by the RRB. The board will consist of three Commissioned Officers in the pay grade of O-3 or higher and the board president will be an O-4 or higher.
- d. *State OCS*. Applicants must meet the following requirements.
- (1) *Age*.
    - (a) NPS applicants must be at least 18 and not have passed their 35th birthday prior to enlistment.
    - (b) PS applicants must be able to complete the State OCS course and commissioning requirements prior to reaching age 42.
    - (c) Requests for exception will be processed through ARNG-HRH-O (Officer Policy Branch).
  - (2) *Education*. Must provide official transcripts showing a minimum of 90 semester hours along with a degree plan from an accredited college or university prior to enlistment or a baccalaureate degree or higher.
  - (3) *Training*.
    - (a) Soldiers must attend Army BCT prior to the start date of State OCS.
    - (b) Be formally counseled to ensure they understand the training path for State OCS.
- e. *Personnel management of OCS applicants*.
- (1) Applicants who contract under an Enlisted MOS enlistment option are not authorized to Renegotiate (RENO) into Officer producing enlistment options (09R/09S).
  - (2) 09S applicants (NPS and PS) require a MEPS DoDI physical as outlined in 6130.03 Vol 1 for enlistment. The physical is not required prior to request/receipt of the 09S control number.
  - (3) Recruiters will complete the enlistment packet in Recruiter Zone (RZ) using the HRR Form 200/201.
  - (4) State Operations will QC the packet and submit a suitability workflow. Processing may continue once the control number has been issued.
  - (5) MEPS GCs will make reservations in REQUEST using MOS 09S1. OCS applicants may be trained at any basic training installation. NPS State OCS reservations

will be pulled as an alternate phase one trainer (split), for BCT only. An MRD date is required to be added in REQUEST but is not needed on the MEPS travel order.

(6) Soldiers may be carried excess in any unit to which assigned. For State OCS, upon entering Phase I, the Soldier may be assigned to a position at the discretion of The Adjutant General (TAG) of each State.

(7) Upon successful completion of basic training, the following administrative actions apply.

(a) Soldiers who enter the State or Accelerated OCS program will be advanced to pay grade E-5 on the first day of phase one.

(b) Soldiers who enter the Federal OCS program will be advanced to pay grade E-5.

(8) Soldiers who voluntarily withdraw from, or are involuntarily removed from the OCS program, or fail to be commissioned must enter IET in an MOS that meets the needs of their state and a valid training seat is available within 180 days of the effective date of the OCS drop memo. These Soldiers are required to complete their remaining service obligation.

(a) Soldiers will revert to their former enlisted grade based on their original DD Form 4. The Soldier must be deployable within 24 months (time starts the day the applicant is no longer in OCS) or will be processed for discharge.

(b) Soldiers who refuse to attend IET will be immediately processed for discharge.

(9) All PS applicants enlisting into OCS that have not completed an Army BCT, WTC, USMC BT, training for U.S. Navy Special Operations Forces, US Air Force Special Operations Forces or U.S. Air Force Security Police during previous military service are required to attend Army BCT.

(10) The following statement must be entered in the remarks section of DD Form 1966: "I am enlisting for the Officer Candidate Enlistment option. I must attend basic training prior to enrolling into OCS. If I fail to complete the OCS program, I will be ordered to an advanced individual training or discharged without board action or appeal."

f. Processing waivers for applicants of an officer-producing program.

(1) All applicants must meet the criteria for both enlistment and Federal recognition.

(2) Conduct waivers are not authorized under the OCS enlistment option for NPS applicants after enlistment.

(3) Conduct, Administrative and Medical waivers for Federal OCS will be considered only on a case-by-case basis for exceptional reasons.

(4) Applicants who require a suitability review, a civil conviction waiver, or administrative waiver (RE code) are not authorized to access until approved.

## **9-2. Warrant Officer Candidate School (WOCS) enlistment option, 09W**

This enlistment option allows applicants who meet the minimum DA Warrant Officer MOS proponent requirements to enlist into the ARNG and become a warrant officer. In addition, this option offers NCOs who are separating from active duty and from other services the ability to apply for entrance into the ARNG Warrant Officer Education System (WOES). Enlisted status within the ARNG is required for WOES application submission. The Soldier's chain of command will make every effort to facilitate and



assist the applicant through the Warrant Officer Predetermination and Appointment process. Applicants applying for the WOFT program will attend Federal WOCS.

a. *Basic eligibility (NPS Applicants) Warrant Officer Flight Training (WOFT)*. Non-Prior Service applicants can enlist under this program to attend "Flight School ONLY". To be eligible for the WOCS enlistment option, applicants will-

(1) Meet the enlistment eligibility standards and all prerequisites for appointment to Warrant Officer as outlined in AR 601-210 and AR 611-110.

(2) Be less than 33 years of age upon board selection.

(3) Be a U.S. Citizen.

(4) Be a high school graduate or higher.

(5) Achieve GT Score of 110 or higher.

(6) Achieve a minimum score of 40 or higher on Selection Instrument for Flight Training (SIFT)

(7) Meet medical standards based on a flight physical (AR 40-501, chapter 4, Class I).

(8) Must be able to attain a security clearance prior to attending WOCS. Security clearance will be initiated by MEPS upon enlistment.

(9) Soldiers will not be scheduled for Army BCT or WOCS until 90 days after enlistment.

b. *Personnel management of WOFT applicants*. Applicants must be enlisted based on a valid reserved aviation vacancy, as a 09W and have a valid WOCS control number prior to enlistment. All training must be scheduled concurrently. ARNG-HRR-O and ARNG-AV-O will identify the complete concurrent training path for BCT, WOCS and Initial Entry Rotary Wing (IERW). BCT and WOCS will be reserved at MEPS. IERW training will be reserved and coordinated by ARNG-HRR-AC.

(1) RRNCOs will coordinate with the State Warrant Officer Strength Manager (WOSM) to process applicants.

(2) State WOSMs will coordinate with the State Army Aviation Office (SAAO) for applicant interview or board process.

(3) State WOSMs will obtain endorsements from the State Command Chief Warrant Officer (CCWO) and approval from the SAAO prior to enlistment.

(4) Program availability is limited to aviation IERW training seats allocated to the applicable state.

(5) Applicants must appear before a Federal Recognition Board (FRB). Applicants may appear without a security clearance.

(6) The State WOSM will use HRR Form 206 (ARNG Warrant Officer Flight Training Program Application) and submit the following documents to ARNG-HRR Warrant Officer Section at [ng.ncr.ngb-arng.list.warrant-officer-accessions-owner@mail.mil](mailto:ng.ncr.ngb-arng.list.warrant-officer-accessions-owner@mail.mil) to obtain an enlistment control number and create the training path for the projected applicant to enlist. HRR Form 206 is available on milSuite at <https://www.milsuite.mil/book/docs/DOC-584433>.

(a) Approved FRB results NGB Form 89

(b) *REDD Report*. General Technical (GT) score of 110 or higher (No waivers or exceptions)

(c) SIFT Test Results with a score of 40 or higher (No waivers or exceptions)

(d) Approved Class I Flight Physical (Must have Ft Rucker Approval Stamp)

- (e) SAAO flight selection approval memorandum
- (f) CCWO Endorsement
- (g) OPAT test results with physical demand category of "HEAVY"

(7) The following statement must be entered in the remarks section of the DD Form 1966: "I am enlisting for the Warrant Officer Flight Training Enlistment Option. I understand I must complete basic training and Warrant Officer Candidate School in order to attend Initial Entry Rotary Wing (IERW). I also understand that if I fail to complete any part of this training path, I will be required to attend Advanced Individual Training (AIT) or discharged without board action or appeal."

(8) Soldiers who voluntarily withdraw from, or are involuntarily removed from WOCS/IERW, or fail to be commissioned, must enter IET in an MOS that meets the needs of their state and has a valid training seat available within 180 days of the effective date of the WOCS/IERW drop memo. These Soldiers are required to complete their remaining service obligation.

*c. Personnel management of current in-service or PS applicants.*

(1) All PS applicants enlisting into WOCS that have not completed Army BCT, WTC, USMC BT, USN Special Operations training, USAF Special Operations training, or USAF Security Police during their previous military service are required to attend Army BCT.

(2) *Service Obligation.* PS applicants with remaining Military Service Obligation (MSO) must enlist in the SELRES for one year or the balance of their MSO whichever is later.

(3) Applicants have one year from the date of enlistment to complete their Warrant Officer Predetermination and be enrolled into Warrant Officer Candidate School.

(4) Applicants will be counseled concerning Prior Service RC Warrant Officer Enlistment Option 09W. They must understand and agree to the participation requirements prior to enlistment. The statement in Table 9-1 will be entered in the remarks section of the DD Form 1966 or DA Form 7249-R and the applicant will acknowledge (initial) each of the potential actions that may occur if they fail to meet the requirements as stated.

**Table 9-1. WOC enlistment option; applicant statement for remarks section on DD 1966 or DA 7249-R**

“I understand that I am required to perform my enlisted duties commensurate with my pay grade and MOS while compiling and submitting the required DA MOS Predetermination packet (PDP). I understand I will not be competitive for promotion under the ARNG enlisted promotion system while awaiting attendance of WOCS. I further understand that if I fail to submit a complete PDP within 365 days of ARNG accession, if I am ineligible/denied Warrant Officer Predetermination, fail to complete WOCS within 12 months of PDP approval, fail to complete WOBC within 24 months of appointment to WO1, or am ineligible/denied Federal Recognition, any of the following actions may be taken based on the needs of the organization:”

\_\_\_\_\_ “I may be required to fulfill my contractual obligation with the ARNG in my duty MOS, or in a duty position based on the needs of the ARNG.”

\_\_\_\_\_ “I may be administratively reduced to the grade authorized by the position to which I am assigned.”

\_\_\_\_\_ “I may be discharged and transferred to the USAR Control Group.”

d. *Processing Waivers.* Refer to current Army Directives, Executive Orders (EXORD), NGR 600-101 and the ARNG Strength Maintenance Division for specific guidance and processing requirements for all waivers. Direct all waiver questions to the State WOSM.

(1) All applicants must meet the criteria for both enlistment and Federal recognition.

(2) Conduct, administrative and medical waivers will be considered only on a case by-case basis for exceptional reasons.

(3) Applicants who require a civil conviction waiver, administrative waiver (RE code), or a suitability review are not authorized to access until approved.

(4) Any single misconduct offense that resulted in confinement, or a fine of \$500 or more, will require a waiver.

(5) For suitability reviews, see chapter 4, para 4-14 and Table 4-3.

(6) Waiver authorities and consideration for offenses identified as Misconduct are withheld to the State Adjutant General, unless otherwise noted.

e. *WOCS Training Options.*

(1) *State WOCS.* To meet the requirements for State WOCS, refer to State WOSM for RTI WOCS locations and course application process.

(2) *Federal WOCS.* To meet the requirements for Federal WOCS, applicants must meet minimum eligibility criteria for either technical warrant or aviation warrant. For WOFT reservations, the MEPS GC will make reservation in REQUEST using MOS 09W10 and set a training path for BCT to WOCS identified on the HRR Form 206.

### 9-3. Reserve Officers' Training Corps/Simultaneous Membership Program

The Reserve Officers' Training Corps (ROTC) Simultaneous Membership Program (SMP) is a voluntary officer-training program designed to increase the number of ROTC officers available for Reserve Forces Duty. Applicants will meet eligibility requirements listed in USACC Regulation 145-1. All 09R applicants will be fully processed at the MEPS, have a validated checklist (HRR Form 200), control number via RZ workflow and review from ARNG-HRR-O-ASO before REQUEST reservation and enlistment. SMP applicants are divided into two categories, Potential SMP and Contracted Cadet/SMP.

a. *Eligibility (NPS/ PS)*. A Potential SMP (09R1) is an individual who is not contracted with ROTC or enrolled in the advanced course and have executed NGB Form 594-1. Advanced courses are Military Science (MS) III and IV. These applicants will:

(1) Be a U.S. Citizen or U.S. National, to include persons born in American Samoa or the Swain Island.

(2) Meet the age requirement for enlistment.

(3) Have AFQT of 31 or higher and one of the following –

(a) 850 SAT

(b) 19 ACT

(c) 85 PSAT

(d) 110 GT Score

(4) Applicants who require a suitability review, a civil conviction waiver, or administrative waiver for separations are not authorized to access until granted approval.

(5) Meet medical fitness standards as outlined in DoDI 6130.03, Vol 1.

(6) Be enrolled in a full time regular course of instruction leading to a baccalaureate or advanced degree at an eligible institution hosting, or having a cross enrollment agreement or extension center agreement with another institution hosting an Army ROTC program. Exceptions may be granted by ARNG-HRR-O-ROC for High School Minuteman and GRFD scholarship applicants.

(7) Be enrolled as MS I or II or enroll in MS I or MS II upon start of college. College juniors beginning ROTC must be enrolled in MS III.

(8) Provide a PMS certification (in memorandum format) explaining when the applicant will be enrolled in the advanced course.

b. *Processing*. Applicants must have a REQUEST reservation for BCT and enlist under one of the two options listed below in (1) or (2).

(1) Applicants that have initialed NGB Form 594-1, Section II, "I am required to complete basic training prior to enrollment in advanced ROTC course," will have a BCT reservation pulled that ship within 365 days of enlistment. Basic training will be pulled or the first available RECSTA that aligns with the applicant's academic schedule.

(a) Applicants that enlist under this option must become a contracted Cadet and supply a NGB Form 597-3 or a GRFD control number showing they have received and accepted a scholarship within 365 days enlistment.

(b) Applicants that fail to become contracted or obtain a GRFD scholarship within 365 days of accession will have 180 days to enter IET training for an enlisted MOS.

(2) Applicants that have initialed NGB Form 594-1, Section II, "I am not required to complete basic training prior to enrollment in Advanced ROTC Course," will not be

required to attend Basic Training prior to becoming a contracted cadet with the following requirements.

(a) Applicant must provide either a DA Form 597-3 showing that they are a contracted cadet within 365 days of enlistment or a GRFD control number showing they have received and accepted a scholarship.

(b) If the Soldier fails to become a contracted ROTC Cadet, or receive a GRFD scholarship within 365 days from accession, they will be no longer be eligible for the 09R1 program. At the time they are no longer eligible, the applicant will have 180 days to enter standard straight through IET training for an enlisted MOS.

(c) MEPS GC will pull Basic Training within 270 days of accession on day of enlistment. Immediately after the applicant is enlist confirmed in REQUEST the MEPS GC will call the REQUEST Operations Center (ROC) to cancel training 48 hours after enlistment is confirmed.

(d) Local State Recruit Sustainment Program (RSP) is responsible for tracking the 09R1 that request not to go to Basic Training. RSP will ensure the Soldier is renegotiated into an enlisted MOS after 365 days have passed and if the Soldier fails to become contracted or obtain a GRFD scholarship.

c. MEPS GC will add a free flow comments on the DD Form 1966 Remarks section annotating the type of 09R1 enlistment based on para 3b above either (1) or (2) based on applicant/RRNCO intent on day of enlistment.

(1) "I am required to complete basic combat training prior to enrollment in advanced ROTC course."

(2) "I am not required to complete basic combat training prior to enrollment in Advanced ROTC Course. I understand I have 365 days from date of accession to obtain a DA Form 597-3 or be awarded a GRFD scholarship. If I fail to become a contracted cadet or be awarded a scholarship, I agree to renegotiate to an enlisted MOS and become MOS qualified within 24 months of original enlistment contract date."

d. Exceptions to policy referencing 09R1 may be granted by ARNG-HRR-O-ROC. ETPs must include a DA Form 4187 with any substantiating documentation. The documents must include a memorandum from the Professor of Military Science from the ROTC department the 09R1 is participating with.

**e. Eligibility (NPS/PS). A Contracted Cadet/SMP (09R2) is an individual who is contracted with ROTC and has executed NGB Form 594-1 and DA Form 597 or 597-3. These applicants will:**

(1) Be a U.S. Citizen or U.S. National, to include persons born in American Samoa or the Swain Island.

(2) Meet the age requirement for enlistment.

(3) Have AFQT of 31 or higher.

(4) Applicants who require a suitability review, a civil conviction waiver, or administrative waiver are not authorized to access until approved.

(5) Meet medical fitness standards as outlined in DoDI 6130.03, Vo1.

(6) Enlistment requires an approved JPAS ship workflow to clear the JPAS submission in "Manage Investigation" to allow the MEPS GC to ship confirm REQUEST.

**f. Personnel management of 09R applicants.**

(1) PS applicants will enlist for a minimum term of service of four years. NPS applicants will enlist for an eight year term of service (minimum 4x4 option).

(2) Reporting code 09R2 will be assigned when all provisions for acceptance into the SMP are fulfilled.

(3) SMP participants will be assigned as an officer trainee in a unit based on current or projected commissioned officer vacancies.

(4) Soldiers who voluntarily withdraw from or are involuntarily removed from SMP must enter IET within 180 days of the effective date of the ROTC disenrollment memo. These Soldiers are required to complete their remaining service obligation. Soldiers who refuse to attend IET will be immediately discharged.

(5) Advance contracted SMPs to the pay grade of E-5 with title of Cadet.

g. Service Obligation. Applicants incur an eight-year statutory obligation and a mandatory Ready Reserve participation obligation.

#### **9-4. Foreign Language Recruiting Initiative (FLRI) 09C enlistment option**

The FLRI 09C enlistment option is authorized for all ARNG RRBs. In order to fully maximize the FLRI and its utility to the ARNG, it will be open to anyone for whom English is a second language.

a. *Authorization.* All FLRI enlistments are only authorized in the first two quarters of the fiscal year. This is to allow enough time for the FLRI candidate to complete English language training and retest on the AFCT, to minimize the impact of CAT IV enlistments within a fiscal year on other programs.

b. *Eligibility.*

(1) Be a high school graduate

(2) Be a Non-Prior Service applicant

(3) Attain an Armed Forces Qualification Test (AFQT) score of 21-30 on the ASVAB with a qualifying line score of 54 in the AO subtest. Applicants with a 31 AFQT or higher will be enlisted for any program they qualify for, to include those applicants required to attend English as a Second Language (ESL) training. If the individual took the High School ASVAB, they must retest at the MEPS utilizing the iCAT ASVAB. Mobile Examination Test (MET) Sites are not authorized for FLRI applicants. It is not authorized to grant an exception to the AO raw score.

(4) Must take the TAPAS but are not required to achieve a passing score.

(5) Achieve a score between 40 and 74 on the English Comprehension Language Test (ECLT) or American Language Course Placement Test (ALCPT) at the MEPS. ARNG-HRR-O-ASO can grant an ETP for up to 5 points to meet the minimum of 40 points on the ECLT. Applicants are not authorized to retake the ECLT to lower their score to qualify for the FLRI program.

(6) Be assigned to the State JFHQ in an excess position until completion of ESL training, retesting, and renegotiation of MOS and unit.

c. FLRI applicants will be informed of the following -

(1) Soldier will not initially be guaranteed training in any specific MOS/CMF.

(2) Soldier will not initially be guaranteed an assignment to any specific station, unit, command, or area.

(3) Soldiers will be required to attend the ESL Program at Lackland AFB, TX for up to 30 weeks based on current ECLT score.

(4) All FLRI applicants whose primary language is not English will access as MOS 09C1L00YY and in process Reception Battalion at Fort Sill, OK prior to attending ESL at

Lackland AFB, TX. The GC will ensure that all FLRI applicants accessing under the FLRI option reflects RECBN at Fort Sill, OK.

d. *Personnel management upon ESL Program completion.*

(1) Soldier will be administered the ECLT or the ALCPT upon completion of ESL Program. Soldiers scoring 75 or greater, will be required to take the Armed Forces Classification Test (AFCT). If the Soldier fails to attain the required score of 75 or better on the ECLT, the individual will be separated from the Army National Guard as an entry-level separation, regardless of AFQT and aptitude area scores. Telephonic waivers to this rule will be reviewed on a case-by-case basis by ARNG-HRR-O for Soldiers scoring 70-74.

(2) The resulting scores from the AFCT will become the scores of record from which qualifications for training and enlistment programs will be determined. If an AFCT of at least 21 is not obtained with at least one qualifying aptitude area score, the Soldier will be assigned an MOS and enlistment program based on their initial ASVAB score.

(3) Soldiers failing to qualify for an MOS will be discharged.

(4) Soldiers discharged from the FLRI program, regardless of reason, will not be eligible to re-enter the FLRI program. These applicants will be considered GNPS.

(5) RENO's will be managed through the LNO and coordinated with the RRB.

### **9-5. ARNG college first enlistment option (TH)**

The Army National Guard College First (NGCF) enlistment option provides Non-Prior Service (NPS) applicants the opportunity to serve in the ARNG and complete up to two years of full-time education. Applicants that enlist under this option may be stabilized for up to 24 months upon completion of Initial Entry Training (IET) and reporting Duty Military Occupational Specialty Qualified (DMOSQ) to the unit of assignment.

a. *Application.* This policy applies to NPS applicants only. This policy does not apply to anyone enlisting under the 09S or 09R enlistment option. Warriors who have enlisted and have not shipped to training are not authorized to renegotiate (RENO) their contract for this option.

b. *Implementation.*

(1) Due to the stabilization element of the NGCF option, each State may elect to not offer this option to eligible applicants

(2) The TAG of each State is the ultimate authority for the development and implementation of the State Strength Maintenance programs. States may elect not to offer this option to eligible applicants. If a State elects to opt into the Enlistment Option, they are responsible for publishing their own stabilization guidance.

c. *Eligibility.* To be eligible for the NGCF enlistment option, applicants must:

(1) Be a Non-Prior Service High School Senior (HSSR), High School Diploma Graduate (HSDG), or a HSDG equivalent.

(2) Meet enlistment eligibility criteria as stated in AR 601-210 and the current FYARNG Accession Options Criteria (AOC).

(3) Have an AFQT of 50 (CAT 1-III A) or higher on the Armed Services Vocational Aptitude Battery (ASVAB).

(4) Enlist on a 6x2 or 8x0 contract.

(5) Complete IET using the standard training path and report DMOSQ to the unit of assignment (split or alternate training is not authorized).

(6) Be accepted as a resident or online student (full-time) to a college or university that is accredited by the U.S. Department of Education within 180 days of reporting DMOSQ.

d. *Processing.*

(1) *Recruiting and Retention Noncommissioned Officer (RRNCO).*

(a) For applicants currently enrolled in a college or university, the NGB Form 901 is required and will be uploaded into the applicant's electronic record (ERM).

(b) Applicants currently attending a resident or online college or university, a NGB Form 901 is required along with a current transcript. These documents will be uploaded into the applicant's ERM.

(c) Use the HRR Form 800 to counsel applicants on all requirements.

(2) *MEPS Guidance Counselor (GC).*

(a) The GC will process applicants by selecting the code "TH" (College First ARNG Duty) in the available recruiting test programs drop down box. Verify with the Recruiting Operations Center (ROC), which states have opted into the Enlistment Option.

(b) Upon verification of a letter of acceptance, NGB Form 901 (if applicable) and current college transcript (if applicable), the GC will ensure the following comment is annotated on the DA Form 1966 remarks "I understand I am enlisting in the College First Enlistment Option."

(c) The MEPS GC is responsible for explaining NGCF requirements and benefits outlined in the HRR Form 800 (College First Enlistment Option Statement of Understanding) Guard Annex. The completed form will be uploaded into the applicant's record.

(3) *Systems Processing.* States will manually track College First Applicants. ARNG/IPPS-A will provide coding requirements to accommodate these Soldiers in the IPPS-A system. Any technical issues or questions can be directed to ARNG Human Resources Personnel – Systems (ARNG-HRP-S).

e. *Restrictions.* In order to maintain eligibility in the program, the Soldier must:

(1) Remain an active participant in an ARNG unit, be in good standing, and not currently suspended of favorable personnel action for any reason.

(2) Not receive a grade point average (GPA) below 2.0 for any two consecutive semesters.

(3) Provide the assigned unit an official transcript within 30 days of the end of each semester. This will be used to validate full-time status and GPA.

(4) Not be discharged or separate from the Selected Reserve.

(5) Not fail two consecutive ACFTs or two consecutive Body Fat screening.

(6) If a NGCF Soldier elects to enter the Inactive National Guard (ING), the Soldier will be removed from the NGCF program. The Soldier will not be eligible to continue the NGCF upon return from the ING.

f. *Mobilization/activation.*

(1) Due to the stabilization element of the NGCF option, each State may elect not to offer this option to eligible applicants.

(2) Soldiers, who volunteer for mobilization or State Active Duty (SAD), waive their NGCF stabilization period.



(3) Soldiers who enlist under the NGCF option may be mobilized at the commander's discretion for any Domestic Support of Civil Authorities (DSCA) mission. The Soldier may be eligible to continue the NGCF option upon completion of the mission.

g. *Incentives.* NGCF applicants are eligible for ARNG incentives provided they meet criteria outlined in the current ARNG Selected Reserve Incentive Program (SRIP).

h. *Tracking.*

(1) Transcripts/college enrollment verification letter are required and must be provided to the company/battery/troop commander stating the Soldier is enrolled as a full time student before each semester. A full-time student is defined as enrolled in twelve (12) or more credits per semester or nine or more credits per quarter.

(2) States are responsible for tracking the stabilization period of NGCF enlistments and ensuring they meet the criteria to remain in a non-deployable status. The stabilization start and projected end dates will be annotated. States will maintain a roster of all NGCF Soldiers within their State to ensure these Soldiers are not included on the mobilization lists during the stabilization period.

i. *Removal process.* If the Soldier fails to maintain eligibility for this option, commanders will notify the Soldier, in writing, of the disqualifying reason(s). The memorandum will include the basis of disqualification and the effective date of removal. A copy of the memorandum will be provided to the Soldier and uploaded into their iPerms. The effective date of removal will be recorded and tracked as outlined above. Soldier will be returned to state no longer under the College First Enlistment Option. SMs who are scheduled for training and subsequently enroll in college in which the semester begins prior to the ship date will be held to their ship date and required to postpone their college start date.

### **9-6. ARNG Special Forces (18X) enlistment option**

The Army National Guard Special Forces (18X) enlistment option provides Non-Prior Service (NPS) Applicants the opportunity to enlist into the Special Forces training pipeline. Applicants who enlist under this option will attend 11B OSUT and will return to their State Duty Military Occupational Skill Qualified (DMOSQ) in the event they fail to complete Special Forces training.

a. *Authorization.* The 18X enlistment option is authorized for all ARNG RRBs.

b. *Eligibility.* To be eligible for the 18X enlistment option, applicants must:

(1) Be a U.S. Citizen (Non-Waiverable).

(2) Age. Be 20 years of age by ship date to CMF 11 OSUT and have not reached their 35th birthday (Waiverable).

(3) Qualified and volunteer for Airborne training (must have Airborne stamp on physical).

(4) Must have a minimum General Technical (GT) score of 110 and a minimum Combat Operation score of 100. If applicant does not have the required score, then they may take the AFCT/ASVAB to attempt to raise their line scores.

(5) Be a high school graduate or higher. General Education Development (GEDs) are waiverable on a case-by-case basis.

(6) No derogatory or adverse information, provided within the Standard Form (SF) 86, that would preclude the granting of a security clearance. Must be able to attain a secret or top secret security clearance.

(7) *Medical fitness Standards.*

(a) Must have an approved Special Forces Physical prior to Special Forces Assessment and Selection.

(b) Must have the ability to complete a HALO physical during attendance in the Special Forces Qualification Course (SFQC).

(c) Female Soldiers must have a negative pregnancy test within 30 days of Special Forces Assessment and Selection (SFAS) report date.

(d) Have a physical profile rating of no less than 111221 and meet additional requirements for vision in accordance with AR 40–501 or be willing to undergo refractive eye surgery.

(8) Complete Hyperbaric Oxygen Chamber certification upon completion of the HALO physical.

(9) Be enlisted in pay grade E-2 or above (based on HQDA exception for this option).

(10) If already MOS qualified as 11B and Airborne qualified, will enlist under option 18 (U.S. Army First Assignment–No Training Enlistment Option) with assignment to Fort Bragg, NC. Once in-processed will start training with the Special Forces Preparatory and Conditioning (SFPC) course.

(11) Be able to swim 50 meters wearing boots and an Army Combat Uniform (ACU) prior to graduating the Special Forces Qualification Course.

c. *Processing.* The MEPS GC is responsible for explaining to the applicant that they will be required to serve the remainder of his/her commitment in their PMOS (11B) in the State of entry into the ARNG if unable to complete Special Forces training and become CMF 18 DMOSQ.

d. *Incentives.* 18X applicants are eligible for ARNG incentives provided they meet criteria outlined in the current ARNG Selected Reserve Incentive Program (SRIP) guidance.

## **Appendix A References**

### **Section I Required publications**

**AR 601-210**  
Active and Reserve Components Enlistment Program

### **Section II Related publications**

A related publication is a source of additional information. The user does not have to read it to understand this publication.

#### **United States Code**

**Title 10 U.S.C Section 671**  
Members not to be assigned outside the United States before Completing Training

#### **Department of Defense Publications**

**DoDI 1312.1-I**  
Occupational Conversion Index

**DoDI 6130.03**  
Medical Standards for appointment, enlistment, or induction into military services

**DOD Manual 1145-02**  
Military Entrance Processing Station

**Army Publications**  
Unless otherwise stated, all publications are available at <http://www.apd.army.mil>.

**AR 40-501**  
Standards of Medical Fitness

**AR 135-91**  
Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures

**AR 135-178**  
Enlistment Administrative Separations

**AR 135-180**  
Retirement for Non-Regular Service

**AR 350-1**

Army Training and Leader Development

**AR 140-10**

Assignments, Attachments, Details, and Transfers

**AR 145-1**

Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training

**AR 600-8-19**

Enlisted Promotions and Reductions

**AR 600-9**

Army Weight Control Program

**AR 600-13**

Army Policy for Assignment of Female Soldiers

**AR 600-20**

Army Command Policy

**AR 611-110**

Selection of Army Aviation Officers and Warrant Officers

**AR 635-5-1**

Separation Program Designator (SPD) Codes - (Available ONLY from Army Knowledge Online (AKO))

**AR 635-200**

Active Duty Enlisted Administrative Separations

**AR 670-1**

Wear and Appearance of Army Uniforms and Insignia

**Army Directive 2020-09**

Appointment and Enlistment Waivers

**Army Directive 2018-17**

Army Accessions Way Ahead

**Army Directive 2019-31**

Integration or Refresher Training for Prior Service Personnel

**Army Directive 2021-12**

Fulfilling Statutory Military Service Obligations

**DA Pam 40-502**  
Medical Readiness

**DA Pam 611-21**  
Military Occupational Classification and Structure

**USAREC Regulation 601-56**  
Waiver, Future Soldier Program Separation, and Void Enlistment Processing Procedures

**National Guard Bureau Publications**

Unless otherwise stated, all NGB publications are available at <https://www.ngbpmc.ng.mil/>.

**NGR 310-10**  
Military Orders

**NGR 600-100**  
Commissioned Officers - Federal Recognition and Related Personnel Actions

**NGR 600-101**  
Warrant Officers - Federal Recognition and Related Personnel Actions

**NGR 600-200**  
Enlisted Personnel Management

**NGR 614-1**  
Inactive Army National Guard

**Personnel Policy Operational Memorandum (PPOM) 15-020**  
State Interactive Personnel Electronic Records Management System (iPERMS)  
Permission to Army Components

**Personnel Policy Operational Memorandum (PPOM) 20-022**  
Updated Army National Guard Full Gender Integration Implementation and Risk Management Plan for the Assignment of Female Soldiers

**Personnel Policy Operational Memorandum (PPOM) 20-046**  
Army National Guard (ARNG) Strength Maintenance MEPS Processing

**Personnel Policy Operational Memorandum (PPOM) 20-047**  
FY21 Army National Guard (ARNG) Strength Maintenance Recruit Sustainment Program (RSP) Procedures

**USMEPCOM Regulations**

**USMEPCOM 40-1**

Medical Qualification Program

**USMEPCOM 40-8**

DOD HIV DAT Program

**USMEPCOM Medical Prescreen Program SOP (8 Oct 18)**

**USMEPCOM 55-2**

Recruit Travel

**USMEPCOM 601-23**

Personnel Procurement Enlistment Processing

**USMEPCOM 611-1**

Enlistment Qualification Tests

**USMEPCOM 680-3**

United States military Entrance Processing Command Integrated Resource System

**User Manuals**

**REQUEST MIRS**

**Recruiter Zone**

**Live Scan**

**Section III**

**Prescribed forms**

**Army National Guard Strength Maintenance Division (ARNG-HRR)**

**HRR Forms**

Unless otherwise stated, HRR Forms are available at

<https://www.milsuite.mil/book/docs/DOC-584433>.

**HRR Form 100**

Field Enlistment Checklist

**HRR Form 200**

ARNG State 09R and 09S Checklist

**HRR Form 201**

ARNG Federal OCS Checklist

**HRR Form 202**

Basic Branch Officer Accession Waiver Checklist

**HRR Form 203**

Warrant Officer Accession Waiver Checklist

**HRR Form 204**

Specialty Branch Accession Waiver Checklist

**HRR Form 205**

Warrant Officer Predetermination Checklist

**HRR Form 206**

ARNG Warrant Officer Flight Training Program Application

**HRR Form 207**

ARNG AC to RC Officer/Warrant Officer Vacancy Request Form

**HRR Form 369**

Live Scan Authorization

**HRR Form 800**

College First Enlistment Option Statement of Understanding (SOU)

**HRR Form 801**

Request Exception to Policy for Prior Service Training

**HRR Form 908**

Medical Waiver Checklist

**NGB Forms**

Unless otherwise stated, NGB Forms are available at <http://www.ngbpdc.ngb.army.mil>.

**NGB Form 22-3**

Request for Waiver (ARNG)

**NGB Form 22-5-R-E**

Addendum to DD Form 4 - Approval and Acceptance by Service Representative for Interstate Transfer in the Army National Guard

**NGB Form 62E**

Application for Federal Recognition as an ARNG Officer or Warrant Officer

**NGB Form 594**

Annex to DD Form 4 ARNG Civilian Acquired Skills Program Agreement

**NGB Form 594-1**

Annex to DD Form 4 ARNG Simultaneous Membership Program Agreement

**NGB Form 594-4**

Annex to DD Form 4 ARNG Split Training Option

**NGB Form 900**

High School Verification

**NGB Form 901**

College Enrollment Verification

**NGB Form 902**

Tattoo Screening for Military Entrance

**NGB Form 905**

Waiver and Suitability Checklist

(Available at <https://www.ngbpmc.ng.mil/Forms/NGB-Test-Forms/>)

**NGB Form 906**

College First Enlistment Option Statement of Understanding (SOU) Not Currently In Use

**Section IV**

**Referenced forms**

**Department of Defense Forms**

**DD Form 4**

Enlistment/Reenlistment Document - Armed Forces of the United States

**DD Form 368**

Request for Conditional Release

**DD Form 369**

Police Records Check

**DD Form 1966**

Record of Military Processing - Armed Forces of the United States

**DD Form 2807-1**

Report of Medical History

**DD Form 2807-2**

Medical Prescreen of Medical History

**DD Form 2808**

Report of Medical Examination



**DD Form 3024**  
Annual Periodic Health Assessment

**Department of Army Forms**

**DA Form 2-1**  
Personnel Qualification Record

**DA Form 1811**  
Physical Data and Aptitude Test Scores upon Release from Active Duty

**DA Form 3072-2**  
Applicant's Monthly Financial Statement

**DA Form 4187**  
Request for Personnel Action

**DA Form 4836**  
Oath of Extension of Enlistment or Reenlistment

**DA Form 5304**  
Family Care Plan Counseling Checklist

**DA Form 5304**  
Family Care Plan

**DA Form 5840**  
Certificate of Acceptance as Guardian or Escort

**DA Form 5841**  
Power of Attorney

**DA Form 7349**  
Initial Medical Review – Annual Medical Certificate

**DA Form 7666**  
Parental Consent

**DA Form 7667**  
Family Care Plan Preliminary Screening

**Other Forms**

**SOM Form 1230**  
Band Audition Report

**Standard Form 50**

Notification of Personnel Action

**Standard Form 86**

Questionnaire for National Security Positions

**TRADOC 350-6**

Enlisted Initial Entry Training IET Policies and Administration

**USAREC Form 601-210.02**

Probation Officer and/or Court Records Report

**USAREC Form 601-210.41**

Tier Evaluation Worksheet

**USMEPCOM Form 680-3A-E**

Request for Examination

**Appendix B**

**Supporting documents**

**B-1.** DD Form 370 will be used for all required references. The individual providing a character reference on an applicant may compose their own on bond paper or stationery instead of using the DD Form 370. However, identification data must be included. DD Form 370 may be hand-carried.

a. DD Form 370 will be obtained from all employer(s) for the year prior to waiver application. If the applicant has been unemployed for the year prior to waiver application then DD Form 370 will be obtained from the most recent employer. Any period of unemployment for three months or longer will be explained in a hand-written statement. If an applicant states that a reference request will jeopardize current employment, DD Form 370 will not be obtained. If an applicant has been self-employed during the year period prior to waiver application a minimum of one DD Form 370 will be obtained from person(s) for whom the applicant performed services. DD Form 370 from employer(s) is not required to process TAG level conduct waivers unless required by TAG.

b. DD Form 370 will be obtained from schools and/or colleges where the applicant attended within three-years of application. Academic transcripts will be included if the applicant is currently attending college. DD Form 370 will be addressed to counselor or school administrator having access to the applicant's records. When the school in question is not in session and the DD Form 370 is required; notify ARNG-HRR-O-ASO for instructions to continue the process. An example of a DD Form 370 sent to schools will be addressed as follows:

East St. Louis Senior High School

ATTN: Counselor

4901 State Street

East St. Louis, IL 62207

or

Chicago State University

ATTN: Registrar

9500 South King Drive

Chicago, IL 60628

c. DD Form 370 obtained by other armed service, RA or USAR recruiters will not be used for ARNG applications.

d. Recruiting office information block on DD Form 370 will be filled in completely. The date signed will be the date the DD Form 370 is initiated.

(1) DD Form 370 is valid for six months, unless applicant has not been rehired or attended school since the date of initial reference.

(2) Telephonic completion of DD Form 370 is not authorized.

**B-2.** DD Form 369 will be used to obtain all criminal record information from law enforcement agencies. This information is considered confidential and will not be disclosed for other than recruiting purposes. Signed for is only valid for six months when

submitted for waiver processing. All applicants will sign the DD Form 369, regardless of if the law enforcement agency requires the signature for processing. DD Form 369 processed by other services, including RA or USAR, will not be accepted for applicants processing into the ARNG.

**B-3.** USAREC Form 601-210.02. Recruiters will obtain the court documents for the charges requiring the waiver; the burden of proof remains with the applicant. When records are sealed, expunged, destroyed, or carry a fee, it is the applicant's responsibility to provide sufficient documentation to determine eligibility. This form may be used to obtain information from probation and parole officers. This form will include the period of probation or conditions and the reason terminated. If checks with court agencies indicate that no probation or parole history is involved, the form is not required.

**B-4.** Standard Form 507. A copy of the Standard Form 507 and DD Form 2808, with DAT results, will be submitted with all waivers sent to DARNG. These documents are required for all TAG waivers when the charge(s) being waived are related to drugs and alcohol.

**B-5.** DA Form 3072-2. Applicants who require a dependency, hardship, or spouse of a military member waiver will complete DA Form 3072-2. The applicant will fill out the form using their monthly income and liabilities against civilian and military pay. See AR 601-210 chapter 4. Instructions for preparing the form are below:

**B-6.** All documents used in waiver requests will be typed or completed in ink without highlighting. Applicant letters will be hand written, legible and will support a meritorious reason for the request. A typed version may be prepared and added to the request to translate poor penmanship.

**B-7.** HRR Form 100, Field Enlistment Checklist. This form will be used to ensure requirements are met for a Field Enlistment. A completed and signed checklist will be forwarded to MEPS for processing. This form is available for download at <https://www.milsuite.mil/book/docs/DOC-584433>.

**B-8.** HRR Form 200, ARNG 09R and 09S Checklist. This form is used to ensure requirements are met for in support of the 09R and 09S options. A completed and signed checklist will be forwarded to MEPS for processing. This form is available for download at <https://www.milsuite.mil/book/docs/DOC-584433>.

**B-9.** HRR Form 201, ARNG Federal OCS Checklist. This form is used to ensure requirements are met for Federal OCS. A completed and signed checklist will be forwarded to MEPS for processing. This form is available for download at <https://www.milsuite.mil/book/docs/DOC-584433>.

**B-10.** HRR Form 205, ARNG Warrant Officer Predetermination Application Checklist. This form will be used when submitting a Warrant Officer Predetermination Application (except for WOFT applications, see HRR Form 206). This form is available for download at <https://www.milsuite.mil/book/docs/DOC-584433>.

**B-11.** HRR Form 206, ARNG Warrant Officer Flight Training Program Application. This form will be used when submitting a Warrant Officer Flight Training Program application. This form is available for download at <https://www.milsuite.mil/book/docs/DOC-584433>.

**B-12.** HRR Form 369, Live Scan Consent for Enlistment. The purpose of this form is to obtain consent of applicant's fingerprints prior to enlistment in order to prevent fraudulent entry. **Completed forms will be uploaded into applicant ERM.** The MEPS GC is not authorized to annotate corrections to this form. This form is available for download at <https://www.milsuite.mil/book/docs/DOC-584433>. Instructions are listed below.

a. Recruiters will ask applicants questions 1-8 and select the appropriate answer. All "yes" answers require an explanation in the remarks section. For all law enforcement incidents list the following details: approximate date of the offense(s); City, County and State of the police and court(s); and the disposition or outcome. Prior service applicants must list all violations that occurred prior to, during and/or after enlistment into military service. **For applicants who answer no to all questions, the remarks page is not required.**

b. The recruiter must provide the applicant's full name and PRID.

c. Upon completion of the form, the recruiter will provide their full name and date as well as their digital signature.

**B-13.** HRR Form 801, Request Exception to Policy for Prior Service Training. This form will be used to request an ETP for exceptionally qualified PS applicants required to attend Army BCT. This form is available for download at <https://www.milsuite.mil/book/docs/DOC-584433>.

**B-14.** HRR Form 800, College First Enlistment Option Statement of Understanding (SOU). This form will be used by the RRNCO and MEPS GC to determine eligibility for the college first enlistment option, explain requirements when entering the college first option, and to document the applicant's understanding of the college first enlistment option. Completed forms will be attached to the DD Form 1966 and uploaded into applicant ERM. This form is available not currently in use. This information will become part of the Soldier's military personnel records that are used to document personnel

management actions. This form is available for download at <https://www.milsuite.mil/book/docs/DOC-584433>.

**B-15.** HRR Form 908, Enlisted DMPM Medical Waiver Request Checklist. This form will be used as a reference to gather all applicable documents if the SMWRA determines that a waiver needs to go to DMPM. The State will be notified through MATS of this requirement. This form is available for download at <https://www.milsuite.mil/book/docs/DOC-584433>.

**B-16.** NGB Form 21, Annex A, DD Form 4, Enlistment/Reenlistment Agreement (ARNG). This form will be used as the official record the enlistee was duly counseled and advised as to all aspects of their enlistment in the ARNG. This form is available only in an electronic format on the Army National Guard Publications and Forms Library at <https://www.ngbpmc.ng.mil/Forms/>.

**B-17.** NGB Form 22-3, Request for Waiver (ARNG). This form may be used to request ARNG waivers and exceptions to policy as described regarding enlistment in the ARNG. TAG, or their designated representative, will determine use of NGB Form 22-3 within the State and will authenticate the form for all request for waivers submitted through ARNG-HRR. This form is available only in an electronic format on the Army National Guard Publications and Forms Library at <https://www.ngbpmc.ng.mil/Forms/>. Instructions are listed below.

- a. To: Enter the approval authority for the disqualifying condition and the mailing address.
- b. From: Enter the unit of assignment, address, and UIC.
- c. Date: Enter the date the request was forwarded to the next level.
- d. Name: Enter the name of the person for which the waiver is being submitted (applicant) in Last, First, Middle Initial format.
- e. MTOE/TDA PARA/LINE No., MOS: Enter the paragraph (301) and line number (01), with appropriate MOS (11B10) the applicant is enlisting for.
- f. Disqualification: Enter the type of waiver being requested. (Administrative, Medical, Moral)
- g. Paragraph: Enter the paragraph from the reference which identifies the disqualification and requires a waiver for enlistment (~~AR 40-504~~ DoDI 6130-03 v1, AR 601-210, AOC).
- h. Authority/Regulation: Enter the applicable reference and publication date.
- i. Recommendation: Enter the gaining unit commander's, or their representative, recommendation for approval of the waiver. Recommendation must include an appraisal of the applicant's potential value to the service and expected value to the unit. Provide point of contact email and phone number.
- j. Section I – Prior Service Data.
  - Item a. Choose Honorable or Other. If other, specify the type of discharge.
  - Item b. For NPS, enter "NPS". For PS, enter the date of discharge from discharge document.
  - Item c. Enter the reenlistment code from discharge document.
  - Item d. Enter the separation program designator.

- Item e. Enter the authority the Soldier was last separated from.
- Item f. Enter the information as listed on the discharge document. Enter the DoD ID number, if known. Do not enter social security number.
- Item g. Enter prior service. (USA, USAR, ARNG, USN, USAF, USMC, USCG)
- Item h. Enter the prior service entry date from discharge document.
- Item i. Enter the discharge date.
- k. Section II – Character of Service.
  - Item a. When no incidents exists, enter "NONE" in date block. When incidents exists, enter appropriate information. Types are relative to Article 15 and Courts Martial.
  - Item b. If no incidents exists enter "NONE" in the number of days block. When lost time does exists, complete all columns in category.
  - Item c. If no promotions exists in last period of service, enter "NONE". If applicant has received promotion(s), then provide requested information.
    - l. Gaining unit commander or representative: Enter the typed name and grade.
    - m. Signature and date: Self-explanatory.
    - n. Accompanying Documents: List is not all inclusive. Additional documents may be required.
    - o. Continuation from previous items: Self-explanatory.

**B-18.** NGB Form 594, Annex to DD Form 4, ARNG Civilian Acquired Skills Program Agreement. This form is the official MOU stating which enlistment option and pay grade an enlistee is entitle to obtain when enlisting into the ARNG under the CASP and subsequent acknowledgement of additional agreements by such an enlistee. This form is available only in an electronic format on the Army National Guard Publications and Forms Library at <https://www.ngbpmc.ng.mil/Forms/>.

**B-19.** NGB Form 900, High School Verification. This form will be used to construct the MRD for CIHSJR applicants using the maximum number of days authorized to miss from school (Section III Block 5) to allow for the full amount of time to complete BCT. Completed forms will be uploaded into applicant ERM. The MEPS GC, NCOICs/RRSCs are authorized to complete and annotate corrections to this form. This form is available only in an electronic format on the Army National Guard Publications and Forms Library at <https://www.ngbpmc.ng.mil/Forms/>.

- a. Section I – Student Information.
  - Block 1. Enter students name in last, first, middle name format. Block 2. Select State in which the student will enlist into the ARNG.
- b. Section II – School Information.
  - Block 3a. Enter complete school name.
  - Block 3b. Enter complete physical address for school. Post Office Box addresses are not authorized for this block.
  - Block 4. Select student current grade level. High school junior or senior.
  - Block 4a. Enter date student will graduate. Estimated dates are authorized for CIHSJR where the final graduate date has not been established.
  - Block 4b. Enter the last regularly scheduled day of school for current school year.
  - Block 4c. Enter the first regularly scheduled day of school for the upcoming school year. Leave this blank for current seniors.

Enter school official name providing information, title, phone number, email address, and date. Collect signature from school official.

c. Section III – Consent and Authorization.

Block 5. Enter the maximum number of days authorized to miss from school as required for military training. This number must be captured by the parent/guardian of the applicant, regardless of applicant age. Collect name, signature, and date of applicant and/or parent/guardian. Parent/Guardian signature is required when the applicant is less than 18 years old. Recruiter will enter their name, date and sign. Digital signatures are not mandatory with use of this form. NCOICs/RRSCs are authorized to complete and annotate corrections to this form.

**B-20.** NGB Form 901, College Enrollment Verification. This form will be used to verify applicants who claim to be enrolled as a student at a University or college. This form will be used to determine the applicant's education level as well as establish the earliest date available to attend training. Completed forms will be uploaded into applicant ERM. The MEPS GC, NCOICs/RRSCs are authorized to complete and annotate corrections to this form. This form is available only in an electronic format on the Army National Guard Publications and Forms Library at <https://www.ngbpmc.ng.mil/Forms/>.

**B-21.** NGB Form 902, Tattoo Screening. NGB Form 902, Tattoo Screening for Military Entrance. This form will be used to capture descriptions of an applicant's tattoos for enlistment purposes. When tattoos are identified as compliant, the form is not required to be endorsed by the recruiting commander. Tattoos identified as non-compliant must be listed on the form, which must be endorsed by the recruiting commander. Completed forms will be uploaded into the applicant ERM and must be present for the 48-hour QC process. The MEPS GC is authorized to annotate corrections to this form but may not sign on behalf of the recruiting commander. This form is available only in an electronic format on the Army National Guard Publications and Forms Library at <https://www.ngbpmc.ng.mil/Forms/>.

**B-22.** NGB Form 905, Suitability and Waiver Checklist. This form is used to assist the RRNCO and the RRSC with Suitability Review and Enlistment Waiver requests. Completed forms will be uploaded into applicant ERM. ARNG-HRR-O-ASO is authorized to annotate corrections to this form when supported by substantiated documents and verified telephonically. This form is available only in an electronic format on the Army National Guard Publications and Forms Library at <https://www.ngbpmc.ng.mil/Forms/>.

**B-23.** DA Form 4187, Personnel Action for Post Shipment MOS Reclassification. See chapter 8 for form use and Figure 8-1 for instruction to complete.

## Appendix C

### Requirements for the certification of honorable service for members of the selected reserve of the ready reserve and members of the active component for the purposes of naturalization

**C-1.** Soldiers are authorized to request certification of honorable service for purposes of naturalization immediately upon entering active duty or attending drill with their Selected Reserve unit. This includes those Warriors in the training pipeline attached to the RSP. The approval authority must certify or deny a Soldier's or Warrior's certification request and return it to the Soldier or Warrior within 30 days of submission.

**C-2.** The certification will be completed on the United States Citizenship and Immigration Services (USCIS) Form N-426 and must be signed by O-6, GS-15 or higher. A copy of the certification will be filed in the Soldier's Army Military Human Resource Record.

**C-3.** Soldiers should access the two forms; N-400 and N-426 on the USCIS website: <https://www.uscis.gov/military>, then enter each form number in the search feature of the site. Complete the forms neatly and accurately, then print and sign both forms. Both forms must be ink signed, digital signatures are not authorized. Soldiers will submit the completed forms to their Chain of Command for certification and processing. The Chain of Command must complete the certification process within 30 days of submission by the Soldier. The Certifying officer must be in the rank of O-6, GS-15 or higher. Only the N-426 requires the Certifying Official's signature. Once certified, the preferred method of sending the documents to USCIS is to upload through "My Account" through the USCIS portal. Alternately, mail both forms together to the local USCIS office. The address can be found by entering the Soldier's zip code at <https://egov.uscis.gov/office-locator/#/asc>. If Soldiers or their Chain of Command have questions about the process, they may be addressed by calling the USCIS Military Help Line at 877- CIS-4MIL (877-247-4645, TTY: 800-877-8339) or [militaryinfo@uscis.dhs.gov](mailto:militaryinfo@uscis.dhs.gov).

**C-4.** The Soldier should wait until the certified N-426 is received to set up an account with USCIS. Then upload the completed USCIS forms N-400 and N-426 and submit for processing. The "My Account" feature will allow the Soldier to track the progress of the petition through an online application. It also allows for secure messaging so the Soldier may communicate rapidly and securely with USCIS when making corrections, or answering questions USCIS has regarding their petition, which will reduce the processing time. The account may be established on the USCIS website before or after the submission of the petition for naturalization <https://myaccount.uscis.gov/>. Once the Soldier's petition for naturalization has been accepted and entered in the USCIS processing system, the Soldier will receive a notification in the mail at the physical address, or in the email listed on the N-400. To track the progress of the Soldier's petition, the Soldier may enter their USCIS case number, which is provided on the notice in the USCIS website. The case number will be three letters followed by 10 numbers.



## **Appendix D**

### **Additional screening requirements for applicants from high risk countries**

**D-1.** Applicants who are not born in the countries listed in para D-2 but have immediate family members who are citizens or dual citizens, or reside in these countries, may eventually access into the ARNG after their background investigation is completed. Investigations may take up to 10-18 months to complete. In order to reduce the number of applicants who may never have the opportunity to work within their MOS, or who may spend a significant amount of time waiting for facility or system access, implement the following guidelines:

a. Applicants born in one of the countries listed in paragraph D-2 are not eligible to enlist for MOS 35N, 35P, or 35S.

b. If the applicant has immediate family members (spouse, parents, siblings, children, stepchildren or cohabitant of the individual) who are citizens or dual citizens, or who reside in one of the countries listed in paragraph D-2, they are not eligible to enlist for MOS 17C, 35F, 35G, 35L, 35N, 35P, 35S or 35T.

**D-2.** The high-risk countries are: Afghanistan, Armenia, Azerbaijan, Belarus, China, Cuba, Georgia, Iran, Iraq, Kazakhstan, Kyrgyzstan, Lebanon, Libya, Moldova, North Korea, Pakistan, Russia, Somalia, Syria, Tajikistan, Turkey, Turkmenistan, Ukraine, Uzbekistan, and Venezuela.

**D-3.** Due to the processing time for a TS/SCI clearance, the following MOSs are required to have a minimum of 60 days in the RSP before shipping: 17C, 35G, 35N, 35P, and 35S. The following MOSs may ship earlier than 60 days, but require a minimum of an open T-5 investigation with an interim Secret clearance granted by the State Security Manager; MOSs 12Y, 35F, 35M and 35T. If any Warrior is denied an interim clearance for any of the MOSs list above, the Warrior may be required to be renegotiated to a later ship date and must have a fully granted TS/SCI clearance to be eligible to ship.

## **Appendix E**

### **Guidance for processing Warriors Released From Active Duty (REFRAD) with a temporary medical release**

**E-1.** The REFRAD program was put in place by the National Guard Bureau. Its purpose is to allow Warriors injured in BCT or AIT to recover and/or convalesce at their home station. Warriors given a temporary medical release are given a return date or are recalled to training. A medical assessment needs to be performed to determine if the injury or medical disqualification still exists. Medical REFRAD Warriors will be referred to the SMWRA through ARNG-HRR-O-ASO for medical evaluation due to location, convenience, and a lack of Military Treatment Facilities (MTFs).

**E-2.** Warriors with a REFRAD date will provide their RSP with all medical documents from their physician pertaining to the treatment and recovery of the injury. Include a medical release from care to return to duty with no limitations or restrictions. Upload records in the "Other Medical Documents" under the "Medical Document Folder".

**E-3.** RSP will scan the following documentation into the "Additional Forms" under the "Core Admin Document Folder".

- a. REFRAD Memo from training base.
- b. DA Form 4856, Developmental Counseling Form.
- c. Line of Duty (LOD) Investigation.
- d. DA Form 2173 Statement of Medical Examination and Duty Status.
- e. DA Form 3349 Physical Profile or DA Form 4707, Entrance Physical Standard board (EPSBD) Proceedings.
- f. Standard Form 600 Direct Ship Preformatted or DA Form 7349 Initial Medical Review.
- g. Completed new DD Form 2807-2 Medical pre-screen of Medical History Report, must list the REFRAD injury and treatment.

**E-4.** Senior Guidance Counselor will:

- a. Verify documents listed in paragraphs E-2 & E-3 are uploaded into "Additional Forms" under the Core Admin Folder.
- b. Submit Suitability work flow for ARNG-HRR-O-ASO approval with "Request for REFRAD Memo" typed in the comment block.
- c. Download the approved/disapproved REFRAD Memorandum, new DD Form 2807-2, DD Form 2808, and submit requesting for medical pre-screen.
- d. Perform a QC on the Warriors ERM.
- e. Pull a new training reservation with Warriors present.
- f. Complete new Guard Annex and DD form 1966.
- g. Submit new Request for Orders (RFO).
- h. Ensure the ship packet is completed, includes travel itineraries and meal checks prior to releasing to the Direct Ship Site (DSS).
- i. On ship date, confirm Warriors as a shipper once notification is received from the DSS that the Warriors has been delivered to their mode of transportation and verification of new documents have been uploaded in ERM.

**E-5. Recruiter/RSP will:**

- a. Project Warriors for medical read, the remarks must read "REFRAD".
- b. Project for physical exam (as directed by MEPS CMO) and after medical read has been approved.

**E-6. MEPS Medical and Operations Staff will:**

- a. Complete the medical letter read and authorizes the Warrior a full physical exam under DoDI 6130.03, Vol 1 accession standards.
- b. Update Warriors record in MEPCOM Integrated Resources System (MIRS).
- c. Provide Army National Guard Liaison with new MEPS order, travel itinerary and meal checks.
- d. On ship date, code the Warrior's record in MIRS as No Medical Required. This will allow the Warrior to ship without inspect data.

## **Appendix F**

### **Expedited Screening Protocol (ESP)**

**F-1.** The ESP optimizes intelligence data sources and analytics to provide multi-point identity and detection of allegiance, foreign preference and foreign influence, counterintelligence, counterterrorism, and insider threat concerns not detected in traditional vetting and background investigation processes. The ESP ensures that all military recruits and recently accessed military members are equally screened for allegiance to the United States and validates that any foreign preference and foreign influence concerns are appropriately mitigated.

**F-2.** The recruits' Standard Form 86-Questionnaire for National Security Positions (Standard Form 86-QFNSP) will be submitted to the National Background Investigation Bureau (NBIB) for initiation of a background investigation. NBIB will filter the Standard Form 86-QFNSP for individuals with potential risk indicators associated with allegiance, foreign influence, and foreign preference per the criteria set forth in questions 9, 10, 11, 12, 15.3, 17-20b, 25, or 29. All recruits with one or more 'yes' answers to the above noted questions will be referred to the Expedited Screening Cell (ESC) for protocol processing in conjunction with the background investigation. Recruiters will ensure that all the questions in Recruiter Zone are answered completely and truthfully. The omission of any required data could hinder the applicant's background investigation, may cause a delay in shipping to Initial Entry Training or the completion date, or may result in a fraudulent enlistment discharge.

**F-3.** The ESC will process the pertinent Standard Form 86-QFNSP information through the ESP. The ESP will produce one of two possible results: No Potential High Risk Indicators or High Risk Indicators. High Risk Indicators will be separated into those that can be mitigated, and those that cannot be mitigated.

a. No Potential High Risk Indicators: Are results that do not identify any potential High Risk Indicators, ESC personnel will annotate the system of record accordingly with the favorable result. The goal for completion is within 14 days of the date on which the ESC received the Standard Form 86-QFNSP information. Warrior is authorized to continue preparation for training, or continue training if already shipped.

b. Potential High Risk Indicators: Are results that require further analysis to be conducted to confirm identity and assess the level of risk (Mitigatable Risk or Unmitigatable Risk). Warrior will be held at current duty station (RSP, BCT, or AIT) and will not be allowed to move from their present duty location until ARNG-HRR-O-ASO receives an official notification indicating that the Warrior has been favorably cleared by the ESC or a decision has been rendered on unfavorable ESP results. If the ESC finds mitigating information, they will clear the Warrior for continued processing. If the ESC cannot find mitigating evidence the ESC will make an unfavorable determination. The goal for completion of analysis and potential mitigations is within 90 days of receipt of Standard Form 86-QFNSP data by the ESC.

**F-4.** If the ESC finds the Warrior to be unfavorable, Warrior will be discharged without delay as outlined in Directive-Type Memorandum (DTM) 19-008 (Change 2) and AR 135-178.

**F-5.** ARNG-HRR-O-ASO will contact the Recruiting and Retention Commander, Recruiting and Retention SGM and the Army National Guard Strength Maintenance Attrition Branch ([ng.ncr.ngb-arng.mbx.g1-hrr-attrition@mail.mil](mailto:ng.ncr.ngb-arng.mbx.g1-hrr-attrition@mail.mil)) via email with those identified as having Potential High Risk or High Risk Indicators.

**Appendix G**  
**MEPS processing applicant Identification (ID) requirements**

**G-1. Photo ID Requirement.**

Applicants processing at MEPS are required to present an authorized photo identification (ID) for initial enrollment, check-in/out of the contract lodging facility, aptitude testing, and check-in for a consultation appointment. See Table G-1 for a list of the authorized photographic identifications and see Figure G-1 for examples.

**G-2. Applicants Arriving at MEPS without Authorized Photo ID.**

Applicants arriving at the MEPS without an authorized photo ID will not process. An Administrative Hold "N" Status will be placed on the applicant's record. The operations section at MEPS will return the applicant to their Guidance Counselor (GC) and no further processing will be permitted until the applicant presents an authorized photo ID.

**G-3. MEPS Commander Exception.**

A MEPS Commander exception is required for any applicant that does not have their ID present for any processing phase. GCs will be responsible for coordination of an authorized photo ID exception. All exception submissions will go through the GC as soon as possible but no later than 24 hours prior to the processing date. The exception must be obtained prior to the applicant's arrival to the processing location or lodging facility.

**Table G-1. Authorized photographic identification for MEPS processing**

Authorized Photographic Identification	
Driver's License issued by Department of Motor Vehicles	valid/unexpired
State photo identity card issued by Department of Motor Vehicles	valid/unexpired
U.S. Passport Book or Card	expired or unexpired
Foreign Government-issued Passport	expired or unexpired
U.S. Department of Defense ID; including IDs issued to verify dependents	valid/unexpired
USCIS Form N-550 (Certificate of Naturalization)	original or official copy used by recruiting Service
USCIS Form I-551 (Permanent Resident Card)	expired or unexpired
USCIS Form N-560 (Certificate of Citizenship)	original or official copy used by recruiting Service
HSPD-12 PIV Card (Smart Card, Common Access Card, etc.)	valid/unexpired
DHS Trusted Traveler Cards (Global Entry, NEXUS, SENTRI, FAST)	valid/unexpired
U.S. Merchant Mariner Credential	valid/unexpired
Federally recognized, Tribal-issued Photo ID	valid/unexpired

Figure G-1. Photographic ID examples

**PHOTOGRAPHIC IDENTIFICATION EXAMPLES**

Must be valid/unexpired unless stated  
1 DEC 2019

 <p>California DRIVER LICENSE CLASS C DL 1234568 EXP 08/1/2014 LIC CARDHOLDER LACARDHOLDER 1656A 2545 25TH STREET ANTONIA, CA 94811 DOB 08/21/1977 R079 808C 56311377 VETERAN Lina Cardholder</p>	<p style="text-align: center;"><b>Driver's license issued by Department of Motor Vehicles</b></p>
 <p>ILLINOIS Jesse White - Secretary of State IDENTIFICATION CARD Business Licenses Apply ID 123456789 EXP 08/01/2018 PUBLIC JOHN Q 12345 STREET SPRINGFIELD, IL 62702 John Q. Public</p>	<p style="text-align: center;"><b>State photo identity card issued by Department of Motor Vehicles</b></p>
 <p>PASSPORT United States of America</p>	<p style="text-align: center;"><b>U.S. Passport book or Passport Card (expired or unexpired)</b></p>
 <p>PHILIPPINES PASAPORTE</p>	<p style="text-align: center;"><b>Foreign passport (expired or unexpired in english or with VISA attached)</b></p>

Figure G-1. Photographic ID examples (continued)



U.S. Department of Defense ID and dependent IDs



USCIS form N-550 (Certificate of Naturalization) (original or official copy)



USCIS form N-560 (Certificate of Citizenship) (original or official copy)



USCIS form I-551 (Permanent Resident Card) (expired or unexpired)



Figure G-1. Photographic ID examples (continued)



HSPD-12 PIV card (smart card, CAC card etc)



DHS trusted traveler cards (Global Entry, NEXUS, SENTRI, FAST)



Merchant Mariner Credential



Federally recognized tribal issued photo ID

## **Appendix H**

### **Accessions record management and processing**

#### **H-1. *iPERMS Super-user.***

Each State and is authorized one iPERMS super-user with permissions for personnel records from all three components. This user is authorized to access the performance (commendatory, education, and disciplinary sub folders), service, medical, and administrative folders for the purpose of obtaining records required to facilitate Army National Guard accessions. OSMs and the RRF should contact their State G-1 to determine who this super-user is for their State or Territory. If a State or Territory does not have a super-user assigned, they should coordinate with the POC in PPOM 15-020 para 5. OSMs and the RRF shall have applicants initiate and sign a Standard Form 180 prior to obtaining records required for accession. The Standard Form 180 must be kept on file for a minimum of three years.

#### **H-2. *Army National Guard Accessions Clerk.***

The Army National Guard Accessions Clerk at the National Records Center in St. Louis is available for OSMs and the RRF to facilitate prior service records requests that cannot be fulfilled by a State or Territory's iPERMS super-user. An applicant endorsed SF Form 180 is required and must be kept on file for a minimum of three years. Submissions will be forwarded to the National Guard Recruiter Liaison, 1 Archives Drive, St. Louis, MO 63138; Phone number (314) 538-2305.

#### **H-3. *Accessions Suitability Office.***

Personnel assigned to the Accessions Suitability Office have iPERMS super-user access and can receive requests for records for all three Army components. To facilitate quicker turnaround times for record requests the RRF shall have applicants initiate and sign a Standard Form 180 prior to obtaining records required for accession. Please send the encrypted email with the signed Standard Form 180 to [usarmy.knox.ngb.list.arng-accessions-suitability-mgrs@mail.mil](mailto:usarmy.knox.ngb.list.arng-accessions-suitability-mgrs@mail.mil). Once the Standard Form 180 is received, ARNG-HRR-O-ASO will query iPERMS for the requested documents and send them via email encrypted to the requestor.

## **Appendix I**

### **Drug testing and prevention education for ARNG RSP Warriors**

**I-1.** The purpose of this program is to provide guidance to RSP units for administering substance abuse prevention training and drug testing specimens as outlined in AR 600-85, and to provide guidance regarding administrative actions for Warriors that test positive.

**I-2.** The objective of the ARNG Substance Abuse Program (ARNG-SAP) is to sustain a well-disciplined, resilient, mission capable force ready for mobilization. Illegal drug use is misconduct and the abuse of alcohol by military and civilian personnel does not align with the standards of performance, discipline, and readiness necessary to accomplish the ARNG's mission. All levels of State leadership should ensure prevention education and drug testing complies with ARNG standards.

**I-3.** As outlined in AR 600-85, RSP units will adhere to the following:

a. Conduct substance abuse prevention training and drug testing to standard. Upon completion of training, a sign-in roster will be completed and uploaded into DTMS.

b. Warriors that do not have a DODID can be tested under their SSN as outlined in DoDI 1010.01.

c. Testing an RSP Warrior does not exempt the Warrior's parent unit from drug testing 25 percent of its available assigned force each quarter.

**I-4. Administrative Actions.**

a. ARNG Warriors verified as illicit drug users and currently assigned to the RSP:

(1) Advise the Warrior of their rights under the appropriate provisions of the state law pertaining to self-incrimination using the appropriate State Rights Warning Procedure/Waiver Certificate, and explain the Limited Use Policy addressed in AR 600-85.

(2) Immediately cancel Warrior's training reservations (Basic Combat Training/Advanced Individual Training and any follow on training), and notify ARNG Recruiting Operations Branch.

(3) Refer Warrior to certified and/or licensed substance abuse counselor and rehabilitation programs per procedures in AR 600-85. Commanders will document the referral using DA Form 4856 (Developmental Counseling Form). Warriors are responsible for all costs incurred in any referral/rehabilitation programs.

(4) Commanders must initiate separation action within 30 days or end of next inactive duty training period, whichever is later. The separation action will be forwarded to the separation authority, which will make a final determination on separating or retaining the Warrior. Commanders will forward a recommendation for retention or separation through command channels to the separation authority.

(5) If retention is approved by the separation authority, the following applies:

(a) The Warrior must successfully complete a State certified substance abuse program. Enrollment is required as soon as possible and within 90 days of notification. Enrollment and participation will be at no expense to the government. Commanders will immediately initiate discharge actions for Warriors who refuse or fail to enroll in a rehabilitation program within the required timeline.

(b) The Warrior must successfully pass a drug screening. Results of the DAT are required.

(c) A six month waiting period must elapse from date of positive DAT.

(d) Verification of continued eligibility for service in their assigned MOS must be obtained from ARNG-HRR-O-ASO through a retain workflow (retain exception) in ARISS. A TAG endorsement is required to be submitted to ARNG-HRR-O-ASO through ARISS.

(e) Warriors with approved retain exception from ARNG-HRR-O-ASO will have their training scheduled; Warriors with disapproved retain exceptions will have their contracts renegotiated to change their MOS to one in which they are qualified to serve or they will be discharged as directed in para I-4a (7) below.

(6) RSP Warriors referred to a program of rehabilitation for alcohol or drug abuse, under the provisions of AR 600-85, and fail to successfully complete the program will be discharged as alcohol or drug abuse rehabilitation failures.

(7) RSP Warriors verified as illicit drug users who are not retained, as outlined in para I-4a (5), will be discharged by the separation authority. The separation authority will either utilize Standard Installation Division Personnel System loss code "AD" (Alcohol or Other Drug Abuse) or "TK" (Entry Level Performance and Conduct, reference f). An "Entry Level Performance and Conduct" discharge applies to Warriors who have entry level status per AR 135-178 when the separation authority determines that separation is appropriate. The separation code and characterization of service for both cases are "RE Code 3", "UNCHARACTERIZED". Warriors separated under code "AD" are permanently ineligible for consideration of a waiver for re-entry in to any branch or component of the armed services. Warriors separated under code "TK" are not eligible for consideration of an enlistment waiver for re-entry until after a minimum of a six month waiting period has elapsed. Successful completion of a State certified substance abuse program is recommended for individuals desiring consideration for individuals desiring consideration for future re-entry.

b. ARNG Soldiers in an Active Duty (AD) status, other than Initial AD training, as described in reference c, paragraph 15-2 are subject to separation as well as administrative actions outlined in the State's SAP policy.

#### **I-5. SAP issues other than drug testing failures.**

a. RSP Warriors/Soldiers, that have not been verified as illicit drug users will be processed for separation if:

(1) Involved in two serious incidents of alcohol-related misconduct within a 12 month period, as outlined in AR 600-85.

(2) Involved in illegal trafficking, distribution, possession, use, or sale of illegal drugs.

(3) Convicted of driving while intoxicated or driving under the influence a second time during his or her career. Convictions that occurred before the implementation of AR 600-85, are not counted in determining number of offenses.

b. Immediate actions for ARNG Warriors with SAP issues described in para I-5a above:

(1) Upon commander's notification of a SAP issue listed in para I-5a above, initiate administrative separation packets within 30 days or the end of the next inactive

duty training period, whichever is later.

(2) Flag Warrior immediately as outlined in AR 600-8-2 using DA Form 268, Report to Suspend Favorable Personnel Actions (FLAG), to suspend favorable personnel actions until separation procedures for misconduct are adjudicated.

(3) Evaluate Warriors for continued eligibility for access to classified information and report to the U.S. Army CCF AR 380-67.

**I-6. *Separation Regulations.***

a. Enlisted personnel will be processed under the provisions of AR 135-178 and applicable NGB regulations.

b. The Adjutant General, with a Judge Advocate or legal advisor available, is the separation authority for Warriors who meet separation criteria.

## **Glossary**

### **Section I Abbreviations**

#### **AD**

Active Duty

#### **ACFT**

Army Combat Fitness Test

#### **AFCT**

Armed Forces Clarification Test

#### **AFQT**

Armed Forces Qualification Test

#### **AICE**

Association of International Credential Evaluators

#### **AIT**

Advanced Individual Training

#### **ALCPT**

American Language Course Placement Test

#### **AOC**

Accession Options Criteria

#### **APT**

AFQT Predictor Test

#### **ARISS**

Army Recruiting Information Support System

#### **ARNG**

Army National Guard

#### **ARNG-CSG**

Army National Guard Chief Surgeon General

#### **ARNG-HRH**

Army National Guard Personnel Policy Division

#### **ARNG-HRH-O**

Army National Guard Personnel Policy Branch Officer Policy Branch

**ARNG-HRR**

Army National Guard Strength Maintenance Division

**ARNG-HRR-AC**

Army National Guard Strength Maintenance Division Accessions Branch

**ARNG-HRR-O**

Army National Guard Strength Maintenance Division Recruiting Operations Branch  
(also referred to as ROB)

**ARNG-HRR-O-ASO**

Army National Guard Recruiting Strength Maintenance Division Operations-Accession  
Suitability Office

**ARNG-HRR-O-ROC**

Army National Guard Strength Maintenance Division REQUEST Operations Center

**ARNG-HRR-O-Waiver Section**

Army National Guard Recruiting Strength Maintenance Division Operations Branch-  
Waiver Section

**ARNG-SAP**

Army National Guard Substance Abuse Program

**ASO**

See ARNG-HRR-O-ASO

**ASVAB**

Armed Services Vocational Aptitude Battery

**ATRRS**

Army Training Requirements and Resources System

**AUVS**

Automated Unit Vacancy System

**BCT**

Basic Combat Training

**CAR**

Chief, Army Reserve

**CASP**

Civilian Acquired Skills Program

**CCWO**

Command Chief Warrant Officer

**CG**

Commanding General

**CMO**

Chief Medical Officer

**DA**

Department of the Army

**DAT**

Drug and Alcohol Test

**DARNG**

Director, Army National Guard

**DD**

Department of Defense

**DHS**

Department of Homeland Security

**DoDI**

Department of Defense Instruction

**DODID**

Department of Defense Identification Number

**DMDC**

Defense Manpower Data Center

**DMOSQ**

Duty Military Occupational Specialty Qualified

**DMPM**

Director of Military Personnel Management

**DTMS**

Defense Talent Management System

**DSS**

Direct Ship Site



**ECLT**

English Comprehension Language Test

**EPTS**

Existed Prior to Service

**ERM**

Electronic Records Management

**ESC**

Expedited Screening Cell

**ESP**

Expedited Screening Protocol

**ETP**

Exception to Policy

**FE**

Fraudulent Enlistment

**FLAG**

Report to Suspend Favorable Personnel Actions

**FLRI**

Foreign Language Recruiting Initiative

**FRB**

Federal Recognition Board

**FY**

Fiscal Year

**G-1**

Personnel Officer

**GC**

Guidance Counselor

**GIMS**

Guard Incentives Management System

**GOMoR**

General Officer Memorandum of Reprimand

**GNPS**

Glossary Non-Prior Service

**GT**

General Technical Score (ASVAB)

**HALO**

High Altitude Low Opening

**HIV**

Human Immunodeficiency Virus

**HRR**

See ARNG-HRR

**HSPD**

Homeland Security Presidential Directive

**IADT**

Initial Active Duty for Training

**IERW**

Initial Entry Rotary Wing

**IET**

Initial Entry Training

**IMR**

Individual Medical Readiness

**INS**

Immigration and Naturalization Services (legacy agency replaced by USCIS)

**iPERMS**

Interactive Personnel Electronic Records Management System

**IRR**

Individual Ready Reserve

**JROTC**

Junior Reserve Officer's Training Corps

**LPR**

Lawful Permanent Resident

**M2G**

Marine to Guard

**MATS**

Medical Action Tracking System

**MCST**

Multiple Circle Stereopsis Test

**MEDPROS**

Medical Protection System

**MEPS**

Military Entrance Processing Station

**MIRS**

MEPCOM Integrated Reporting System

**MOS**

Military Occupational Specialty

**MRD**

Mandatory Return Date

**MSO**

Military Service Obligation

**NACES**

National Association of Credential Services

**NBIB**

National Background Investigation Bureau

**NCO**

Non-commissioned Officer

**NGB**

National Guard Bureau

**NGCF**

National Guard College First

**NPS**

Non-Prior Service

**NSOPW**

National Sex Offender Public Website

**OAD**

Other Adverse Disposition

**OCS**

Officer Candidate School

**OSM**

Officer Strength Manager

**OPAT**

Occupational Physical Assessment Test

**OSUT**

One Station Unit Training

**PAL**

Police Agency List

**PDC**

Physical Demand Category

**PDP**

Predetermination Packet

**PE**

Physical Examination

**PHA**

Physical Health Assessment

**PiCAT**

Pending Internet Computerized Adaptive Test

**PMS**

Professor of Military Science (SROTC)

**PMOS**

Primary Military Occupational Specialty

**PPOM**

Personnel Policy Operational Memorandum

**PRD**

Personnel Record Identifier

**PS**

Prior Service

**PSEB**

Prior Service Enlistment Bonus

**PULHES**

Physical capacity, Upper extremities, Lower extremities, Hearing, Eyes, psychiatric

**RA**

Regular Army

**RC**

Reserve Component

**RE**

Reentry Eligibility

**REDD**

Reenlistment Eligibility Data Display

**REFRAD**

Released From Active Duty

**REQUEST**

Recruit Quota System

**RFO**

Request for Orders

**RFP**

Recruit Force Pool

**RI**

Recruiting Impropriety

**ROB**

See ARNG-HRR-O

**ROC**

See ARNG-HRR-O-ROC

**ROTC**

Reserve Officers' Training Corps

**RR**

Ready Reserve

**RRB**

Recruiting and Retention Battalion

**RRC**

Recruiting and Retention Commander

**RRNCO**

Recruiting and Retention Noncommissioned Officer

**RRSC**

Recruiting and Retention Section Chief

**RSP**

Recruit Sustainment Program

**RZ**

Recruiter Zone

**S-3**

Operations Officer

**SAAO**

State Army Aviation Officer

**SELRES**

Selected Reserve

**SF**

Standard Form or Security Forces (USAF) or Special Forces (USA)

**SFAS**

Special Forces Assessment and Selection

**SFPC**

Special Forces Preparatory and Conditioning

**SFQC**

Special Forces Qualification Course

**SHPE**

Separation History and Physical Examination

**SJA**

Staff Judge Advocate

**SMOM**

Strength Maintenance Operational Message

**SMWRA**

Service Medical Waiver Review Authority

**SOF**

Special Operations Forces

**SOU**

Statement of Understanding

**SR**

Suitability Review

**SROTC**

Senior Reserve Officers' Training Corps

**SRIP**

Selected Reserve Incentive Program

**STO**

Split Training Option

**TAG**

The Adjutant General

**TAPAS**

Tailored Adaptive Personality Assessment System

**TE**

Tier Evaluation

**TMT**

Task Management Tracker

**TPU**

Troop Program Unit

**USAF**

U.S. Air Force

**USAR**

U.S. Army Reserve

**USCIS**

U.S. Citizenship and Immigration Services

**USCG**

U.S. Coast Guard

**USCGR**

U.S. Coast Guard Reserve

**USCIS**

U.S. Citizenship and Immigration Services (formerly INS)

**USMC**

U. S. Marine Corps

**USMCR**

U.S. Marine Corps Reserve

**USN**

U.S. Navy

**USNR**

U.S. Navy Reserve

**USMEPCOM**

U.S. Military Entrance Processing Command

**VCN**

Vacancy Control Number

**WOBC**

Warrant Officer Basic Course

**WOC**

Warrant Officer Candidate

**WOCS**

Warrant Officer Candidate School

**WOES**

Warrant Officer Education System

**WOFT**

Warrant Officer Flight Training

**WOSM**

Warrant Officer Strength Manager

**WPA**

Work Preference Assessment

**WTC**

Warrior Transition Course



## **Section II Terms**

### **Applicant**

An applicant is a person who applies voluntarily for enlistment in the ARNG and is found eligible for further processing.

### **Conviction**

When a judgment of guilty or accepted plea of nolo contendere is entered into adult criminal court records.

### **Glossary Non-Prior Service**

Any applicant who has previously been separated from the U.S. Armed Forces with fewer than 180 days of Active Federal Service and not awarded an MOS.

### **Nolle prosequi**

Commonly called “nolle pros.” A formal entry on the record, by the prosecutor, that they will not prosecute the case any further. A nolle pros may be considered equivalent to dropping charges if the applicant has not had to meet any requirements by a governmental agency or court, there was no pretrial diversion and the prosecutor does not contemplate any further proceedings on the case, and the case has not been handled through a pretrial deferment program.

### **Nolo contendere**

Sometimes referred to as “No Contest.” a plea by which a defendant in a criminal prosecution accepts conviction as though a guilty plea had been entered but does not admit guilt.

### **Other adverse disposition (adult or juvenile)**

Any finding, decision, sentence judgment, or disposition other than unconditionally dropped, dismissed, acquitted, or convicted. Participation in a pretrial diversion or intervention program as defined below is an OAD and shall be processed in the same manner as an OAD. Cases tried in juvenile court will always be treated as OAD. An example of an OAD are applicants with law violation(s) that occurred while attending school and were given the option to be suspended, expelled, or removed from the school district in exchange for not being criminally prosecuted).

### **Pretrial intervention or deferment**

Every state has a program by which offenses are diverted out of the regular criminal process of a probationary period. While the programs vary from state to state, they all require the defendant to meet some requirement. When a condition is met (for example, reporting or non-reporting probation, diversion, Juvenile Alternative Services Program, restitution, community service, etc.), or after successful completion of which the charge is disposed of in a manner that does not result in a final adjudication of guilt (most often, the defendant is required to plead guilty to get accepted into the various programs). Charges disposed of in this manner shall be processed as OAD.

**Seasonal employment**

Where labor is performed on a seasonal basis where, ordinarily, the employment pertains to or is of the kind exclusively performed at certain seasons or periods of the year and which, from its nature, may not be continuous or carried on throughout the year.

**State(s)**

As referred to in this regulation, the term State or States refers, either singularly or collectively, to the 50 States of the United States, the Commonwealth of Puerto Rico, the Territories of Guam and the U.S. Virgin Islands, and the District of Columbia.

**SELRES**

Active participation in an ARNG unit is service in the Selected Reserve. The Selected Reserve (also called SELRES, SR, or mistakenly Selective Reserve) are the members of a U.S. military Ready Reserve unit that are enrolled in the Ready Reserve program and the reserve unit that they are attached to. Selected Reserve members and units are considered to be in an active status.

**Waiver Analyst**

The individual within a state/territory (usually in RRB operations) that is responsible for processing accession waivers for that state/territory.