ARNG-HRZ (601)   29 December 2022

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

SUBJECT: Announcement of FY23 Army National Guard (ARNG) Strength Maintenance Recruit Sustainment Program (RSP) Procedures (PPOM 23-001)

1. Reference National Guard Regulation (NGR) 601-1 (Army National Guard Strength Maintenance Program).

2. This memorandum announces the FY23 ARNG Strength Maintenance RSP Procedures, with an effective date of 01 January 2023. PPOM 20-047 (Announcement of FY21 Army National Guard Strength Maintenance Recruit Sustainment Program Procedures) dated 3 December 2020 is hereby rescinded. This document will be maintained electronically on MILSUITE at https://www.milsuite.mil/book/groups/personnel-policy-division-arng-hrh.

3. Enlistment options are listed in both AR 601-210 and the ARNG Accession Options Criteria (AOC) and only apply to enlisting applicants into the ARNG.

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

5. Points of contact for this PPOM are MAJ Christopher Hill at (703) 607-5779, christopher.b.hill8.mil@army.mil, and MSG Anthony Vaughn at (703) 607-5085, anthony.r.vaughn6.mil@army.mil.

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Strength Maintenance Division

ARNG
Recruit Sustainment
Program (RSP)
Procedures

National Guard Bureau
Arlington, Virginia
01 January 2023

UNCLASSIFIED

SUMMARY of CHANGE

PPOM 23-001
ARNG Recruit Sustainment Program (RSP) Procedures

This revision is certified current as of 01 January 2023.

o   Updates Doctrine and Publication contact information for suggested changes to this document (para 1-2)

o   Corrects postal zip code for SMTB at Camp Robinson, NLR Arkansas (para 1-2 and para 3-5)

o   Updates RSP Performance Metrics, self-assessment procedures (para 1-3e)

o   Updates Senior Recruit Sustainment Program Sergeant or RSP NCOIC duties and responsibilities (para 2-3)

o   Updates IADT Manager duties and responsibilities (para 2-5)

o   Updates Readiness/Training NCO duties and responsibilities (para 2-6)

o   Updates RSP S-1/Unit Admin duties and responsibilities (para 2-7)

o   Updates authorization process to direct ship requirements (para 6-5)

o   Updates Direct Ship requirements (para 6-6)

o   Updates Guidance Counselor Direct Ship requirements (para 6-8)

o   Updates Ship Day requirements (para 6-11)

o   Updates the Strength Maintenance Standards Program (para 7-11)

o   Updates RSP Accreditation requirements (para 8-4)

o   Updates Earlier Ship Date Request Processing (Para 11-3)

o   Adds Appendix A, References (Appx A)

o   Adds Appendix B, Shipper Scan/Upload Documents

o   Updates Glossary

Table of Contents

Chapter 1
Introduction

1-1. Purpose
This policy provides management guidance of the Recruit Sustainment Program (RSP) to RSP leadership, cadre, and staff throughout the Army National Guard (ARNG) at the company and battalion level; enhancing uniformity and standardizing ARNG RSP operations across all 54 states and territories within the Army National Guard. This publication supports current National Guard Bureau regulations and policy guidance. The contents of this policy are authoritative and provide an operational framework for RSP management standards for the Recruiting and Retention Battalion (RRB). The methods and procedures may be supplemented based on RSP Commander's Standard Operation Procedures (SOP).

1-2. References
See Appendix A.

1-3. Administrative
The doctrine proponent for this policy is the National Guard Bureau, Strength Maintenance Division (ARNG-HRR). Send comments and recommendations on DA Form 2028 (Recommended changes to publications and blank forms) directly to ARNG-HRR, ATTN: Attrition Management Branch, 111 South George Mason Dr., Arlington, VA 22204-1373 or via chat function on Microsoft TEAMS to NGB ARNG HRR Doctrine and Publications.

1-4. Program Oversight
The ARNG Strength Maintenance Division along with State/Territory RRB leadership teams utilize a variety of management tools to track and monitor RSP performance. These tools include all areas listed below and the Soldier Training Readiness Modules (STRM) (covered in Chapter 3 of this policy).

　　a. Director's Personnel Readiness Overview (DPRO). The RSP metrics within DPRO provide a method of monitoring and combining performance on the listed categories. On an annual basis, NGB goals and the weighting of these metrics are assessed. The review process ensures the goals are appropriate, realistic, achievable, and correlate with increasing overall Training Pipeline Success (TPS). The metric descriptions, percentages, calculation methods, and the data sources that provide the information are: Enlisted Training Pipeline Initial Active Duty Training (IADT) Success Rate, Enlisted TPS Rate, Training Seat Management, RSP Negative End Strength (NES), and Shipper Quality Control (QC). This data is a combination of the national average and numerical ranking of each State and Territory, based on the five metrics listed. DPRO provides the ability to obtain historical and by-name data on any measured area. When the metric indicates a weakness in a particular area, a further analysis may be conducted in an effort to determine the root of the substandard area. Identified deficiencies are tracked and will have a plan of action developed, executed, and monitored until the deficiencies are resolved.

b. Vulcan. This module within Retention Management Software (RMS) tracks the status of pre-ship tasks, training, and readiness for Warriors in the training pipeline. Additionally, this module automates business processes such as requesting earlier ship dates. ARNG-HRR may utilize reports and data within this module to identify and monitor trends or opportunities for improvement.

c. Organizational Inspection Program (OIP). The ARNG Recruiting and Retention OIP provides the Recruiting and Retention Commander (RRC) with an organized management tool to identify, prevent, or eliminate problem areas by using checklists. Each checklist complements Army, NGB, ARNG, and MEPCOM inspection requirements. By integrating the OIP with other checklists, the RRC can eliminate or reduce duplicate evaluations and oversight requirements. ARNG staff will review the results of the OIP prior to initiating or conducting inspections or staff assistance visits. This ensures ARNG-HRR oversight and assistance activities are complementary, rather than redundant.

d. RSP Accreditation. This inspection will be conducted every three years by NGB HRR. This schedule will be published annually via Strength Maintenance Operational Messages (SMOM). Additional criteria are outlined in Chapter 8 of this Policy.

e. RSP Performance Metrics. ARNG-HRR reviews the results of the self-assessment completed by State/Territory level RSP staff/leadership and conducts a mandatory communication session with State level RSP leadership to discuss the results, provide any recommendations, share best practices, coordinate additional support or resources required, and develop a plan of action to address any identified deficiencies or weaknesses. Additional criteria are outlined in Chapter 5 of this Policy.

f. Recruiting Standards Branch (RSB). RSB provides national oversight of the ARNG's recruiting standards program across the nation IOT validate adherence with recruiting irregularities/misconduct outlined in Department of Defense Instruction (DODI) and Suitability policy. The RSB identifies systemic errors, root causes and provides analysis, training, and feedback to the Recruiting and Retention Force (RRF), HRR leadership, Strength Maintenance Training Battalion (SMTB), HQDA, OSD, and as required by other government agencies. The RSB conducts SAVs annually, usually each State/Territory receives a visit every 3-4 years. Schedules are published annually via SMOM. Additional information related to the RSB is available at https://www.milsuite.mil/book/groups/arng-recruiting-standards-branch.

g. Staff Assistance Visits (SAV). Each branch of NGB HRR conducts SAVs with each RRB as needed to provide oversight related to recruiting and retention activities, assistance, training and collect and share best practices. SAVs can be comprehensively involved as related to all areas of recruiting and retention or narrowly focused to provide support in a specific area.

h. Mandatory communication sessions. The Attrition Management Branch conducts quarterly mandatory communication sessions with each RRB RSP leadership team in an effort to review the status of the RSP, discuss metrics, provide feedback, coordinate additional support or resources required, provide any recommendations, share best practices, and develop a plan of action to address any identified deficiencies or weaknesses. Mandatory communication sessions are management tools to ensure minimum communication and feedback in support of accomplishing program objectives.

(1) One mandatory communication session will be executed upon completion of the RSP self-assessment to review the results. An additional communication session will be conducted during the fiscal year of a State visiting NGB or NGB visiting the State.

(2) Communication sessions may be conducted via video-teleconference or telephonically when in-person visits are not possible. Additional communication between the State, RSP, or NGB is welcomed and conducted as needed.

(3) NGB HRR will conduct quarterly teleconferences with all 54 States/Territories. The teleconferences dates will be published annually via SMOM.

Chapter 2
Duties and Responsibilities

2-1. Overview
RRB requirements are full-time Active Guard/Reserve (AGR) positions determined by DARNG, ATTN: Force Management Division (ARNG-FM). Overall authority is with the RRC for the exclusive use of RR duties in support of the Strength Maintenance Program as outlined in NGR 601-1. **These duties and responsibilities are in addition to those listed in NGR 601-1.**

2-2. The Recruit Sustainment Program Commander
a. Ensure all aspects of the RSP administrative and operational support for the program are executed as outlined in NGB policies, State guidance, and any other directive published by State leadership.

b. Administer command and control of the RSP on behalf of the RRC.

c. Overall management of the Direct Ship Site.

d. Develop and update program guidance.

e. Develop RSP SOP.

f. Oversee all administration related to issues concerning RSP Warriors within the unit.

g. Serve as the liaison between State leadership and Full-Time Unit Support pertaining to RSP program requirements and functions.

h. Provide guidance on RRB RSP yearly training calendar by issuing fiscal year annual guidance and producing training goals and plans.

i. Conduct annual training management workshops.

j. Synchronize RRB and company training plans.

k. Conduct adequate mid-term planning.

l. Brief RRC and other State leadership on information pertaining to the RSP.

m. Mitigate all risks using the DD Form 2977.

n. Report all Commander's Critical Incident Report/Information List (CCIR/CCIL) through the chain of command.

o. Administer commander level disciplinary actions.

p. Ensure all RSP Cadre sign DD Form 2982, Recruiter/Trainer Prohibited Activities Acknowledgement.

2-3. Senior Recruit Sustainment Program Sergeant or RSP NCOIC
The Senior Recruit Sustainment (RSP) Sergeant is responsible for the overall daily execution of all activities in the RSP. These duties include, but are not limited to:

a. Prioritizes ARNG-HRR-AT Training guidance, organizes and implements company training schedules to reflect ARNG-HRR-AT goals.

b. Responsible for overseeing all IDT period activities and support.

c. Provides training guidance to RSP companies.

d. Ensure training schedules are submitted through Digital Training Management System (DTMS) to higher HQ NLT 120 days out (draft) and 90 days final and reflect ARNG-HRR-AT goals.

e. Responsible for overseeing all IDT period activities and support.

f. Publishes training goals, objectives, and Yearly Training Calendar (YTC).

g. Ensures all guidance is distributed to the RSP staff and the Initial Active Duty Training (IADT) Manager.

h. Responsible for coordinating all administrative and logistical actions within the RSP.

i. Designated Safety NCO.

j. Process and submit all IET completion documents which require action (for example, MOS award and bonus incentives).

k. Prioritize NGB training guidance. Organize and implement that guidance to reflect company training schedules.

l. Oversee all UTA activities and support. Provide additional training guidance to RSP.

m. Load OPAT results. Input/upload passing results into RZ 30 days prior to ship date.

n. Publish training goals, objectives, and YTC.

o. Distribute RSP guidance to RSP Staff and IADT Manager.

p. Responsible for near term planning (0-120 days).

q. Audit RSP training records.

r. Perform as the RSP Safety Officer.

s. Update Vulcan regularly.

t. Coordinate and conduct all RSP training meetings.

u. Direct supervisor for all full-time unit support.

v. Serve as the LNO to the RR Operations Sergeant Major, ensuring RRNCOs maintain continuity with all Warriors during RSP time and during the Battle Hand-Off with the gaining unit. RRNCO's will ensure that Warriors are handed off directly to the sponsor assigned by the gaining unit.

w. Facilitates weekly conference call that covers at-risk Warriors, 90-120 day shippers, 10 month no BCT, 18 month NDMOSQ content.

x. Complete monthly RSP AARs for the unit and initiates corrective actions based on comments.

y. Provides updates and feedback to ARNG-HRR-AT as necessary.

z. Coordinate with MEPS for all shippers.

aa. Manage RSP battle rhythm based on local guidance.

bb. Ensure Warriors meet ship qualifications prior to shipping to IET.

cc. Ensure ACFT/PFA and height and weight screening requirements are conducted with results uploaded in Vulcan.

dd. Process discharge packets as required.

ee. Monitor Seat utilization and promote off-peak and quick ship opportunities.

ff. Supervise/assign responsibility for all requirements listed in para 6-5 Direct Ship Requirements.

gg. Counsel each shipper using the RSP Warrior's Monthly Pre-Ship Eligibility Screening Form found in Vulcan. Include the completed RSP Warrior's Pre-Ship Packet Review Checklist in the shipper packet.

hh. Supervise designated personnel uploading the completed form into "Other Admin Documents" (soon to be RSP Admin Documents) in the DEP Admin folder in RZ prior to shipping. In the event full time RSP personnel do not have access to RZ, email forms to MEPS GC to be uploaded.

2-4. Operations Noncommissioned Officer

Coordinate and supervise all operational functions of the RSP. The Operations NCO will:

a. Provide timely statistical data and trend analysis to RRB leaders for the purpose of measuring the effectiveness of current RSP policies.

b. Upload all training documentation and schedules quarterly into (DTMS online).

c. Evaluate STRM effectiveness using AAR content.

d. Issue or review Operations or Fragmentary Orders.

e. Provide training guidance to RSP sites for training schedules.

f. Provide statistical evaluation to RSP sites, pertaining to training seat management rate, RSP negative end strength, shipper quality control, and enlisted training pipeline success rate.

g. Coordination with State G-3 for all training resource requirements.

h. Prepare RSP data for monthly SM briefing.

2-5. IADT Manager

Act as the RSP LNO to AC training facilities, which includes:

a. Initiating MOS reclassification for required Warriors at IADT.

b. Initiate and track all Warriors State recalls with the State G-1.

c. Manage Vulcan LNO tickets related to Warrior issues and resolution.

d. Assist in obtaining medical documents for RSP Warriors at training installations.

e. Manage discharges from AC training facilities.

f. Manage IADT promotions.

g. Manage High School Verification forms for all STO-1 Warriors.

h. Obtain or request all STO-2 reservations.

i. Manage Warriors without a reservation (SWAR) reports.

j. Ensure Warriors meet appropriate gates (90, 60, 45 days) prior to shipping to optimize training seat management.

k. Manage DPRO reports related to "no future reservation."

l. Assist the State Initial Entry Training Resource Manager (IETRM), related to four-year projections of anticipated training seat requirements.

m. Track Training Pipeline Loss (TPL) Report monthly and process any separations.

n. Compile weekly shipper reports.

o. Perform QC on MEPS orders for shipping Warriors.

p. Coordinate with RSP Training Seat Management Specialist to maximize training seat utilization.

2-6. Readiness/ Training NCO
Responsible for all company and detachment duties to include:

a. Coordinating shipping transportation.

b. Prepare Warriors administratively for shipping to IET.

c. Develop drill newsletters and communicate with RSP Warriors at least two weeks prior to each UTA.

d. Update and maintain Vulcan as required.

e. Process newly accessed Warriors.

f. Oversee training program at unit level.

g. Process orders for and issue uniforms and equipment for new enlistees at earliest opportunity. Maintain records related to uniforms and equipment.

h. Track and process Warrior pay and personnel transactions.

i. Initiates attachment and release from attachment Orders for RSP Warriors, as directed by local guidance.

j. Process and submit all IET completion documents that may require actions related to MOS award or SRIP incentives.

k. Conduct Battle Hand-off (BHO) Ceremony with units of assignment.

l. Counsel full-time support on RSP responsibilities.

m. Plan, coordinate, and execute monthly training schedules as determined by YTC.

n. Coordinate and secure requested training resources.

o. Coordinate transportation during UTA for RSP Warriors.

p. Coordinate additional support staff for UTA.

q. Recognize RSP Warriors for IET achievements.

r. Submits company level AAR to RRB.

s. Submit attendance report to RRB.

t. Review SUTA tracker and monitor MyUnit Pay Report.

u. Review submitted DA Form 1379.

v. Ensure welcome packets are issued to each new Red Phase RSP Warrior.

w. Ensure all enlisted Warriors are counseled on the RSP Warrior Pre-Ship Eligibility Screening document or DA Form 4856 at least once individually each UTA.

x. Supervise or administer Occupational Physical Assessment Test (OPAT).

y. Document all recruiter irregularities (RI) in the Strength Maintenance Tool portal at: https://smms.ngb.army.mil/SMMS. Upload relevant supporting documents.

z. Conduct a Processing Procedure Review (PPR) if a RSP Warrior failed to disclose any pre-existing medical condition, criminal history, or dependents. Refer to PPOM 20-021 for further guidance. PPR Procedures:

(1) Document PPR on RSB Form 3.

(2) Upload RSB Form 3 into ERM if RI is not warranted.

(3) Upload RSB Form 3 into the SMT Portal if RI is warranted.

aa. Ensure all RSP Cadre sign DD Form 2982, Recruiter/Trainer Prohibited Activities Acknowledgement.

2-7. RSP S-1/Unit Admin
    a. Oversee and manage all RSP RRB S-1 activities.
    b. Review and verify all personnel actions for accuracy and eligibility.
    c. Review and track LODs from submitting company through final disposition with RRB.
    d. Review all requests for awards and ensure orders are published.
    e. Oversee all attachment and detachment orders for RSP Warriors. Coordinate these transactions with State G-1 and parent units.
    f. Process BHO ceremonies.
    g. Monitor resolution of Soldier/Warrior pay issues.
    h. Coordinate with all units to resolve all administrative issues.
    i. File and maintain all administrative correspondence and reports.
    j. Maintain and distributes current cadre manning roster.
    k. Conduct daily liaison with education and bonus branch to correct issues.
    l. Conduct daily liaison with MEPS ARNG GCs on all Warrior issues to include retrieving shipper packets, obtaining transportation documents and meal tickets.
    m. Coordinate security interviews with MEPS ARNG GCs/State Security Manager.
    n. Ensure STO II security interim or clearance is granted if necessary.
    o. Monitor GCRZ input/updates.
    p. Manage QC process.

2-8. Recruiter
    a. Ensure Warriors are in contact with the RSP NCOIC or IADT Manager within the first five days of enlistment.
    b. Serve as Squad Leader or Platoon Sergeant as requested by the SRSP Sergeant.
    c. Assist with and ensure all administrative requirements are completed for each RSP Warrior during the UTA.
    d. Coach, counsel, and mentor RSP Warrior during the UTA.
    e. Provide transportation for any Warrior in need to attend a scheduled UTA.
    f. Promote lead generation activities with any Warrior they enlisted. Encourage RSP Warriors to bring a friend to RSP drill weekend.
    g. Ensure all Warriors are accounted for during scheduled UTAs.
    h. Ensure frequent contact with all RSP Warriors and annotate Warrior remarks in Vulcan when appropriate.
    i. Provide updated documents to the RSP for any Warrior with pre-ship errors.
    j. Provide AWOL recovery services to support the RSP.

2-9. RSP Support Contractors
Responsible for content listed in the contract statement of work, position description, duty task list, and contractor memorandum of understanding.

2-10. RSP Cadre
    a. Instruct STRM.
    b. Assist RSP Warriors in developing physical readiness.
    c. Provide input related to cadre training and development.

d. Meet Recruiting and Training Cadre Suitability requirements.

e. Serve as FLL for RSP Warriors.

f. Conduct monthly performance-based counseling for RSP Warriors.

g. Report any inhibiting facts that impact Warrior ship eligibility occurrences during UTA.

h. Update Warrior training files as needed.

i. Ensure Warriors are aware of the following:

    (1) Training schedules.

    (2) Army Values.

    (3) Warrior Ethos.

    (4) Demonstrate military customs and courtesies.

    (5) Correct uniform and adhering to Cadre instruction.

    (6) Engage in IDT functions.

    (7) Drill attendance and SUTA policies.

j. Assist with all required pre-ship testing.

k. Facilitate and enforce RSP Warriors Battle Buddy program.

l. Conduct AAR with RSP Warrior after each training event.

m. Conduct required fitness assessments in accordance with FM 7-22 and height and weight screening requirements.

n. Conduct Physical Readiness Training.

o. Conduct OPAT requirements.

p. In accordance with AR 600-20, sign DD Form 2982.

2-11. Drill Sergeant

a. Provide professional cadre for the RSP.

b. Prepare pre-basic training and Split-Option Soldiers/Warriors for the rigors of IADT with the use of the required STRM, drill and ceremony, customs and courtesies, physical fitness, basic rifle marksmanship and military discipline.

c. Overall responsible for accountability, supervision and professional development.

d. Ensure standards are met to provide the ARNG with disciplined, physically and morally fit Warriors.

e. Ensure all TRADOC POI training guidelines are met.

f. Advise and update senior drill sergeant and junior officers on trainee and team readiness, safety and accountability.

g. Coordinate and integrate logistics, maintenance, and safety in all platoon operations

h. Provide support units assisting with basic rifle marksmanship, land navigation, administration of ACFT, and other basic combat training tasks.

i. Execute the mission of transforming civilians into competent and confident Soldiers.

j. Assist in preparing, executing, and assessing combat marksmanship training, physical readiness training and combat skills training.

k. Conduct initial entry training for newly enlisted personnel.

Chapter 3
Training and Advancement

Training
3-1. Overview
A successful RSP trains tasks that primarily focus on ensuring the RSP Warrior is mentally prepared, administratively correct, and physically ready to ship and complete IADT. STRM is designed based on those requirements. The Accreditation Checklist is designed to establish minimum standards to meet this goal.

3-2. Inactive Duty Training (IDT)
    a. Drill attendance is a key indicator related to the attrition management tenant of the Strength Maintenance mission. With a good training experience, Warriors are less likely to become an attrition loss. Enlistees in the categories described below are authorized to attend the specified number of IDT periods with their assigned unit for pay purposes before completing IADT. Failure of a Warrior to attend IDT periods while in the training pipeline awaiting entrance on IADT (to include both phases of the Split Training Option) will not subject the Warrior to unsatisfactory participation processing.
    b. Recovery operations for Warriors who do not participate in Unit Training Attendance (UTA) will be enforced by the RRB. Recruiters shall be encouraged to maintain constant contact with their Warriors prior to each scheduled UTA. A drill letter will be provided to each Warrior monthly.
    c. Split Training Assemblies (STA) are authorized in an effort to continue to properly manage the training pipeline success rate. STAs shall include training as close to a regularly scheduled UTA as possible. STRM requirements must be accomplished for Warriors who participate in this training. STAs that use Warriors to participate in recruiting events shall be approved by the State RRB or addressed in local guidance.

3-3. Soldier Training Readiness Modules (STRM)
The use of STRM is to provide each State/Territory with a comprehensive approach designed to train RSP Warriors. Each lesson within STRM is mandatory during the appropriate phase of training. Lesson plans and PowerPoints may be instructed in a less than stressful setting, while still upholding proper military bearing. Instructors shall be SMEs on the topics covered and prepared to answer questions related to the content. Instructors are encouraged to add relative content to the lesson, updating the Deliberate Risk Assessment Worksheet (DRAW) DA Form 2977, as needed.
    a. Red Phase. The intent is to teach the basic fundamentals of being a Warrior. This phase is mandatory for all Warriors enrolled in the RSP. This training is focused on educating the Warrior in military policies that will prevent them from facing disciplinary action and acclimate them to the military environment. While this mandatory training may seem unexciting, every effort shall be made to make the training as interesting and interactive as possible. OPAT is required during this phase. Warriors who enlist and will ship after only one UTA will adhere to the Purple Phase guidance.
    b. White Phase. The White Phase training is designed to train and test your Warriors on basic skills required for success at Basic Combat Training. Warriors will attend White Phase after completion of Red Phase. It is extremely important that Warriors

demonstrate mastery of the skills in this Phase and Red Phase. This mastery will allow Commanders to promote qualified Warriors under the Stripes-for-Skills program once all testing requirements are met. Warriors will only attend this phase once they have successfully completed all training in Red Phase. Warriors who enter this phase should continue to exhibit mastery of skills learned in the previous phase. Training in this phase is conducted at the discretion of the RSP NCOIC as referenced in the Warrior Task and Battle Drills described in TR 350-6 and AR 350-1.

    c. Blue Phase. The Blue Phase is mandatory and will be conducted at the drill immediately preceding the Warriors ship date. It provides Cadre and RSP administrators with the opportunity to complete Warrior administrative preparations for success at IADT. In addition, the Blue Phase allows the Cadre one last quality check to ensure the Warrior is mentally prepared, administratively correct and physically fit (MAP). The OPAT will be conducted NLT 90 days prior to the Warrior shipping to IET.

    d. Purple Phase (Quick Shippers). Quick-Ship Warriors will have only one RSP Drill weekend prior to shipping to BCT, combining Red and Blue Phase functions. The classes presented are mandatory to build a solid foundation for Warriors to be successful at IADT. This is scheduled in a MUTA 4 or MUTA 5 as applicable. The OPAT is required during this phase.

    e. Green Phase. The Green Phase training offers additional instruction in leadership and physical readiness for BCT qualified Warriors (STO II), who will attend Advanced Individual Training (AIT) the following year. Green Phase reintegrates BCT graduates into the RSP through advanced training, and sustains Soldiering skills learned at BCT. Green Phase should also focus heavily on integrating Warriors into RSP student leadership positions.

    f. Gold Phase. This is the final phase for Soldiers who return from IADT as MOS qualified. This phase is a mandatory drill for the RSP Soldier prior to transitioning to their parent unit of assignment. This phase covers what these Soldiers will expect in their new unit and culminates in the BHO ceremony, where the Soldier will be introduced to their parent unit using the unit sponsorship process. The RRNCO will be responsible for ensuring that every Warrior is handed off to a sponsor provided by the gaining unit.

3-4. RSP Cadre Course
The purpose of this course is to provide training to ARNG Soldiers assigned as RSP cadre. RSP cadre candidates must meet the Recruiting and Training Cadre Suitability guidelines. The training in this course is conducted by the Strength Maintenance Training Battalion (SMTB) located at Camp Robinson, NLR, AR 72199.

3-5. Warrior Challenge Exercise
These challenges are optional and implemented by the State as an opportunity for RSP Warriors to compete and challenge themselves mentally and physically against their peers. Training events are held as an individual or squad level event. RSP Warrior Challenge training events rest solely with the RRC.

3-6. Occupational Physical Assessment Test
    a. The Occupational Physical Assessment Test (OPAT), allows the Army to screen applicants for their ability to succeed in their assigned specialty prior to entering active duty or active duty for training. Local commanders are responsible for ensuring the OPAT is administered prior to approval of the Warrior shipping to IET. Each Warrior must score at or above the proper Physical Demand Category (PDC) for their primary MOS in order to ship to IET. Failure to meet the proper PDC will require retesting, reclassification, renegotiation, or cancelation of the ship date. Warriors may also be subject to discharge. OPAT PDC requirements are outlined in DA PAM 611-21 located at https://www.milsuite.mil/book/groups/smartbookdapam611-21.
    b. OPAT scores and score cards must be loaded in Recruiter Zone (RZ) immediately upon completion. If the RSP Site does not have RZ access, email results and score card to MEPS Guidance Counselor (GC).

3-7. Physical Readiness Training (PRT)
PRT will be conducted a minimum of once per day during each drill weekend for all White, Green, Blue, and Gold Phase RSP Warriors. RSP Cadre will focus on exercises within the toughening phase of PRT and incorporate the strength training circuit at least once during the drill weekend.

3-8. Army Combat Fitness Test
    a. The ACFT is a requirement only for Green Phase Warriors quarterly and the drill prior to shipping to AIT. All Green Phase RSP Warriors are required to pass the ACFT, meeting the scoring criteria for each event. If a Warrior is not meeting the required standards, the normal procedure is to cancel the ship date until the standard is met or the Warrior is discharged.
    b. RSP Warriors testing under the requirements of Stripes for Skills are required to pass the standard ACFT.

3-9. Battle Rhythm
The RSP detachment battle rhythm will be flexible and customizable for each site, however, below are core tasks to incorporate:
    a. Daily
        (1) Respond to, address and resolve/close LNCO tickets.
        (2) Assist on routine matters with Warriors/customers.
        (3) Vulcan updates and processing.
        (4) Ship and return Warriors.
        (5) Provide welcome packet/outreach to new accessions.
    b. Weekly
        (1) Conduct outreach calls to shippers.
        (2) Prepare NES, At-Risk, No Future Reservation, Long-term pending action reports (includes Get Well Plan and target date).
        (3) Conduct Weekly RSP Staff Meeting.
    c. Monthly

(1) Process Auto-Advancements and Promotions.
(2) Process DA Form 1379 payroll after MUTA.
(3) Produce After-MUTA report.
(4) Conduct outreach calls to Red, Gold Phase prior to drill.
(5) Process Awards, Commendations prior to BHO.
(6) Conduct monthly pre-drill training meeting.
(7) Drill Operations/AAR Review.
(8) Pre-Drill Operations.

Advancement

3-10. Overview
The promotion authorities are outlined in AR 600-8-19. Non-Prior Service (NPS) and Glossary Non-Prior Service (GNPS) Warriors who are part of the Recruit Sustainment Program will be promoted when the Warrior meets the requirements of AR 600-8-19 or the programs listed below.

3-11. Stripes for Skills
a. Stripes for Skills is a tool used during Red and White Phases of the RSP to promote from PV1 to PV2 before attending IADT. All tasks must be completed on the Stripes for Skills checklist and must receive a minimum score of 70% or better on the written examination and a GO on all drill and ceremony performance evaluations.
b. Stripes for Skills testing criteria can be found on the RSP GKO page located at https://army.deps.mil/army/cmds/CASCOM_SSI_SMTC/RSP_CADRE/SitePages/SFS.aspx.
c. A Warrior who fails to meet the standard may reattempt at the next UTA.
d. To request a written exam and answer sheet, contact the NGB HRR RSP Section.

3-12. Stripes for Buddies
Warrior will be promoted as stated in AR 600-8-19. Warriors who refer qualified applicants who subsequently enlist in the ARNGUS, RA, or USAR may be promoted, without regard to other promotion criteria, to PV2 or PFC. The RRB S-1 will coordinate with State G-1 officer to verify enlistment of referred applicants.

Chapter 4
Safety

4-1. General Procedures
Safety is of paramount importance during RSP operations. Leaders must conduct a deliberate risk assessment (DRAW) IAW AR 385-10 prior to all training events and implement control measures to minimize risk. In addition to a DRAW, below are procedures to ensure the safety of the RSP Warrior in training. For specific safety concerns during disaster contingency operations plans, see Chapter 12.

4-2. Billeting

Leaders will use the following measures to ensure that RSP Warriors are appropriately billeted during drill weekends:

    a. Separate and secure environment between males and females.

      (1) The intent of the separate and secure policy is to ensure that all Warriors are afforded the opportunity to undergo RSP in a gender-safe environment.

      (2) This provision implements section 4319, Title 10, United States Code (Soldier Basic Training: Separate Housing for Male and Female Soldiers).

    b. Physical security measures.

      (1) Each gender has an independent sleeping area.

      (2) Each gender has its own latrine.

      (3) Each gender has its own entrance to the living area or supervised by same gender Cadre member if separate entrance is not available.

      (4) Access control guards of the same gender must monitor entrances to sleeping areas during sleeping hours (males may post as access guards outside the entrance to female sleeping areas as an exception to policy for RSP sites with less than 8 females in an assigned living area at any one time).

      (5) The function of the access control guard is to ensure only authorized personnel enter the sleeping area during periods of "lights out".

      (6) Access control guards are assigned and execute their duties as a buddy team.

    c. Supervisory measures.

      (1) Noncommissioned Officers supervise the barracks whenever occupied.

      (2) Warriors in the rank of Corporal (E4) and above may serve as Charge of Quarters (CQ).

      (3) A log is maintained on DA Form 1594 for each CQ duty period.

      (4) Noncommissioned Officer Cadre members, to include instructors, company personnel, and Drill Sergeants, can serve as CQ.

      (5) Two enlisted Warriors serve as "runners," and maintain entrance security when the CQ conducts inspections. The two runners are of the same gender, but not necessarily the same gender as the CQ.

      (6) Each gender-separate living area will have two access control guards that ensure no unauthorized personnel enter the area during sleeping hours.

      (7) All Warriors will sleep in APFU shorts and shirt or authorized RSP issued shorts and shirt.

      (8) If an inspector is not of the same gender as the Warriors in the living area being inspected, personnel of the same gender as the inspected area must accompany the inspector. This provision implements 10 USC 4319 and 4320.

      (9) During "lights out," only Cadre leadership and / or their designated representatives are allowed in the barracks to conduct inspections and accountability.

      (10) During RSP IDT weekends, Warriors will utilize the battle buddy system at all times (Para 2-10b (5), TRADOC Reg 350-6).

4-3. Transportation

    a. Conduct Risk Assessment prior to vehicle utilization, per YTG/YTC guidance. Recommend requesting/arranging vehicles and required licensed drivers, if applicable, soon after YTG/YTC publication.

b. Encourage Personal Owned Vehicle (POV) use and carpooling for travel to and from drill.

    (1) Rally point for carpooling/convoy.

    (2) Safety Brief for all RSP Personnel at completion of drill.

    (3) POV Accident Prevention Measures.

    (4) Safe driving takes precedence over all travel schedules.

    (5) Seatbelt use is mandatory.

    (6) Prohibit the use of cell phones while operating motor vehicles.

    (7) Procedure to follow in case of emergency (IAW State SOP).

    (8) Fatigue.

    (a) Schedule your trip to avoid driving during normal sleep hours.

    (b) Ensure you are completely rested prior to departure/return from trip.

    (c) Drivers should plan for at least a 15-minute rest stop every 2 hours.

    (d) Limit driving to 350 miles per day or no more than 8 hours on the road.

    (9) General.

    (a) Stress the value of protective equipment (seatbelt systems, helmets, reflective clothing/belts, and eye protection).

    (b) Avoid driving between the hours of 2300-0600 due to increased incidence of drunk driving.

  c. See Chapter 6 for Direct Ship Transportation.

4-4. Training

The most important part of RSP training is the Warrior's safety. Injuries are not an uncommon occurrence during intense physical training. It is a primary responsibility of all leaders to minimize the risk of injury to all Warriors.

  a. Many common injuries are caused by overuse. Leaders conduct realistic training exercises within the bounds of an effective deliberate risk assessment program. Leaders brief all Warriors on the risks associated with each individual training event/activity. Leaders must emphasize any safety considerations and environmental hazards in training areas prior to and during the training event/activity. A heightened sense of awareness displayed by each Warrior participating in the training event/activity will decrease instances of injury.

  b. Each unit must establish standard procedures to ensure emergency treatment is readily available during training exercises. Cadre must have a copy of the deliberate risk assessment worksheet and strip map to the nearest medical facility with them during the training event/activity.

  c. Cadre shall be aware of the weather, especially severe weather that could adversely affect training. All training activities, from the classroom to outdoor training, require well thought out plans for medical care and evacuation (this plan will vary depending on the installation). Combat Lifesaver (CLS) certified personnel and CLS aid bags are required. At a minimum, units will maintain one CLS certified Soldier for every 60 Warriors involved with the training. Personnel qualified and certified to perform a higher level of medical care (68W Health Care Specialist) may fill the requirement for CLS Soldiers when available. TRADOC Regulation 350-6 can be found by using this link: https://adminpubs.tradoc.army.mil/regulations.html or https://adminpubs.tradoc.army.mil/regulations/TR350-6.pdf.

Chapter 5
Performance Metrics

5-1. RSP Performance Metrics
The RSP performance metrics measure the efficiency of each RRB as it pertains to
Warriors moving through IET. During the third quarter of each fiscal year, NGB goals
and weighting of these metrics are formally assessed and considered for revision. The
review process ensures the goals are appropriate, realistic, achievable, and correlate
with increasing overall TPS.
  a. Enlisted Training Pipeline Success Rate (12 month rolling).
    (1) The total number of enlisted training pipeline graduations during the previous
rolling 12 months, divided by the total number of enlisted training pipeline RSP
resolutions, during the previous rolling 12 months, which includes graduations and
attrition losses.
    (2) Calculations are based on the total population of IET graduations, as provided
in ATRRS, during the 12-month period, divided by the same population, plus the total
number of training pipeline attrition losses (graduates / graduates + losses).
    (3) Data is collected from ATRRS, Keystone, and TAPDB-G.
    (4) 12 month rolling periods.
    (5) NGB goal is greater than or equal to 84 percent.
  b. Enlisted Training Pipeline IADT Success Rate (12 month rolling).
    (1) The total number of IADT graduations during the previous rolling 12 months
divided by the total number of IADT resolutions during the previous 12 months, to
include both graduation and attrition losses.
    (2) Calculations are based on the total population of IADT graduations, as
provided in ATRRS, divided by the same population, plus the total number of IADT
attrition losses at training (graduates /graduates + at training losses).
    (3) Data is collected from ATRRS, Keystone, and TAPDB-G.
    (4) 12-month period.
    (5) NGB goal is greater than, or equal to, 94 percent.
  c. Training Seat Management Rate.
    (1) The total number of enlisted Warriors who have shipped to IET during the
previous 12 months, divided by the number of scheduled IET reservations for those
same Warriors during the same time frame.
    (2) Calculations are based on the number of Warriors who actually shipped to
IET, divided by the number of Warriors scheduled to ship to IET. Exceptions are for
cancellations within 14 days of enlistment and any cancellation or renegotiations
completed outside the 45-day ship window.
    (3) Data is obtained from ATRRS, Keystone, and TAPDB-G.
    (4) 12 month rolling period.
    (5) NGB Goal is greater than, or equal to 95 percent.

d. RSP Negative End Strength.

    (1) The total number of enlisted Warriors awaiting IET that are –

    (a) Listed on the RSP NOVAL pay list.

    (b) NDMOSQ status for more than 21 months.

    (c) At training and pending action for more than 60 days (long-term ITPA).

    (d) Awaiting training with no future reservation.

    (2) Calculations are based on the percentage when dividing the RSP NES population, by the total number of Warriors in the training pipeline.

    (3) Data is obtained from ATRRS, DFAS, DMDC, and Keystone.

    (4) NGB goal is less than or equal to five percent.

e. Shipper Quality Control Rate.

    (1) The total number of Warriors who have a closed Vulcan trouble ticket in the previous 12 months, divided by the number of Warriors how have shipped to IET during the same time period.

    (2) Calculations are based on the number of Warriors, who are confirmed shippers, processed at the RECBN, divided by the number of recruiters without packet error or deficiencies, processed at the training installation and input by the LNCO in the Vulcan LNCO module.

    (3) Data is obtained from Vulcan and REQUEST.

    (4) 12 month rolling period.

    (5) NGB goal is greater than, or equal to, 97 percent.

Chapter 6
Direct Ship

6-1. Direct Ship (DS) Mission
To align resources and shipping alternatives in a manner that positions the Warrior for optimum success and the best possible transition to IET/AIT IAW USMEPCOM Shipper policy and standards.

6-2. Ship Options
There is currently no Department of Defense requirement that services use MEPS for the inspect process prior to shipping already assessed Warriors to their respective training sites. Commanders have two options for shipping Warriors to IET/AIT. It is the sole discretion of the RRC to determine which method best meets the needs of the State RRF. The intent of this policy is to outline the process to implement DS.

    a. Traditional MEPS Processing: RSP Warriors ship from their associated MEPS. All associated processing is accomplished at MEPS.

    b. Direct Ship: RSP DS without the use of Traditional MEPS Processing. All ship requirements are completed at a Direct Ship Site. RSP Warriors do not return to MEPS for processing unless there is a change in their medical status from initial procurement physical. The DSS will not use MEPS lodging, transportation to the airport, or meals provided at the MEPS for DS Warriors.

6-3. Stakeholders in the Direct Ship Process
An effective DS program will be a collaboration and communication between the RRC, HRR-R, and HRR-O. HRR-R manages the RSP and HRR-O manages both the Traditional MEPS and DS processes.

6-4. Direct Ship Site
The Direct Ship Site (DSS) is any location in which Warriors are processed for immediate departure to IET/AIT.

6-5. Authorization Process to Direct Ship
All States and Territories to include District of Columbia will be required to complete the authorization to DS process. See SMOM 21-042 for further details on DS.
- a. Opt-in to utilize the DS option by emailing the RSP or ROB.
- b. Complete DS Training.
- c. Conduct DS Self-Accreditation Checklist and submit to NGB.
- d. Receive DS Authorization memo approved by NGB.

6-6. Direct Ship Requirements
   a. Maintains/Screens shipper packets for required documents and administrative accuracy.
   b. Monitors Shipper Roster and assists with training seat management.
   c. Monitors Shipper QC Report.
   d. Ensure OPAT scorecard is uploaded in RZ NLT 30 days prior to ship date.
   e. Performs administrative duties in support of the DSS.
   f. Complete the following documents and upload in Vulcan and RZ.
      (1). Ship Recertification on DD1966/3, Section V.
      (2). Ship Inspect on SF 600.
   g. Coordinates with MEPS GC/Operations for transportation and meal vouchers.
   h. Maintain RZ and Vulcan access for all updates and changes in Warrior records.
   i. Ensure all Warriors receive STRM BLUE PHASE training prior to shipping to IET.
   j. Advises Warriors of scheduled report times and locations of training.
   k. RSP sites shall review and identify shipper issues/concerns and potential at risk issues. Communicate all issues with appropriate MEPS GCs.
   l. DSS personnel will ensure each Warrior has government-issued photo ID that will be valid on ship day.
   m. DSS personnel will contact MEPS NLT 0900 MEPS local time on ship day to confirm previously identified Shippers and report "no shows".
      (1) Complete the following documents, if applicable, and upload in Vulcan and RZ.
      (a) Promotion Documents
      (b) Dependent Documents
      (c) BAH Documents
      (d) Education status changes
      (e) Orders changes
      (2) Ensure that STO-2 shippers also have the following:
      (a) BT Training Records.

(b) DD Form 220 (Active Duty Report) scanned into RZ to substantiate BT graduation.

(c) Individual Training Record (ITR) DA Form 5286 scanned into RZ.

(d) Medical and dental records.

(e) Complete initial clothing and OCIE issue.

(f) Review the STO 1 in-processing checklist

(g) Ensure any new necessary documents are scanned into RZ and iPerms (marriage/birth certificates, legal actions, high school diploma, driver's license, 4187, orders, etc.).

(h) Review the RSP Warrior's Pre-Ship Packet Review Checklist with Warrior to prepare shipper packet at 90, 60 and 30 days prior to ship, form found in Vulcan. NOTE: Warrior and RSP Cadre must sign the checklist once complete.

(i) DSS will verify accuracy and correct discrepancies as required and communicate with MEPS as appropriate.

(j) RSP Contractors or RSP Administrative Personnel will counsel each shipper using the RSP Warrior's Monthly Pre-Ship Eligibility Screening Form found in Vulcan. Include the completed RSP Warrior's Pre-Ship Packet Review Checklist in the shipper packet that is provided to the DSS.

(k) DSS personnel will review and verify that DD Form 1966 is properly completed, supporting documents uploaded and compare all entries to verification documents and SF 86. Annotate any changes made on the DD Form 1966/3, SECTION V in blocks 34b and 34c. If no changes were made, DSS will write "no changes made" and sign in blocks 34d and 34e by the DSS and Warrior. The RSP designated personnel will scan the completed form into "DD 1966 Page 3 Only" in the Core Admin folder in RZ prior to shipping. In the event full time RSP personnel do not have access to RZ, email forms to MEPS GC to be uploaded.

(l) Verify the DISS status of the Warrior by reviewing the statements in the Manage Investigation section of RZ. Due to the high number of Warriors arriving at the Army training installations with no investigation submitted, incorrect investigation, suspended or denied investigation, Department of the Army has instructed that no Army component (Army, Army Reserves and Army National Guard) Warrior will be allowed to ship to any training base until their investigation is in one of the following status (Case Scheduled, No Investigation is needed since a NACLC is current, Closed Complete Status, or DISS X). Please email (unencrypted) ASO with any questions, issues, or concerns at usarmy.knox.ngb.mbx.arng-accessions-suitability@mail.mil. Minimum requirements are the Warrior's name and PRID, do not send PII.

(m) NGB-ASO tracks the investigation status of new enlistments requiring a Top-Secret Security Clearance for their TRADOC AIT School. The Clearance status for Enlistments not requiring training is the responsibility of the State. Requests for Interim TS/SCI access are submitted to the DoD-CAF for all of these Warriors as soon as possible after enlistment. The RSP does not need to track these investigations, however, be aware that on occasion an interim clearance is denied by the DoD-CAF. In cases of a denied interim clearance the ASO will notify the State via email if the Warrior needs to Reno to a later ship date or to a new MOS. If the ASO has not notified the state of an issue with an interim or full TS/SCI clearance, the RSP can assume the clearance status is good to ship.

n. The RSP Site will conduct records reviews with each Warrior. Records review includes verification of emergency contact information, rank, direct deposit, family care plan, dependency documents, BAH documentation and pay documents.

o. Warriors that have no changes to moral and financial status are not required to conduct a second security interview. Warriors requiring a security clearance that have changes to moral or financial status since initial security interview are required to conduct a follow-up security interview with the security technician at MEPS (telephonic or face to face) coordinated through the MEPS GC.

6-7. Medical Processing Requirements for Direct Ship

Warriors will be medically screened and interviewed by ARNG DSS personnel. The Commander will validate medical readiness.

a. The Commander is responsible for ensuring the medical screening is conducted and the Warrior meets the requirements for shipping. The Commander may employ the counsel of the qualified medical personnel in the decision-making process. Qualified medical personnel include a medic, a Physician Assistant or MD.

b. COA: Ship Inspector will certify in the remarks section of the DS preformatted SF 600 that the screening above took place and will ensure that this certification includes their name, unit, and date. This statement will read "I (Ship Inspector's Name) of (Unit) performed a physical inspection of this Warrior on (Date). Warrior denies any change to medical status and presents themselves with no evidence of such. Warrior is cleared to ship to IADT."

c. Those Warriors who have no change to their physical condition will fill out and sign a DS preformatted SF 600.

d. At a minimum, height, weight, and a visual check for casts on the body, braces, or other medical defects will be made. Medical inspection must occur with Warriors in appropriate undergarments. Females will take a pregnancy test as part of this screening. Results of the pregnancy test must be annotated on the DS preformatted SF 600.

e. Warriors with changes in medical condition must be approved by MEPS CMO prior to shipping to IET.

f. Conduct a PPR if Warrior discloses a pre-existing medical condition, criminal history that occurred before enlistment, or previously undisclosed dependents. Refer to PPOM 20-021 for further guidance. PPR Procedures:

    (1) Document PPR on RSB Form 3.
    (2) Upload RSB Form 3 into ERM if RI is not warranted.
    (3) Upload RSB Form 3 into the SMT Portal if RI is warranted.

6-8. Guidance Counselor Direct Ship Requirements

a. Project all shippers in USMIRS (United States Military Integrated Resource System) NLT 29 days prior to ship date. The ARNG MEPS GC will annotate the mode of travel (to include airport name) and DOB in the remarks field of the projection. Use code "S" when projecting in MIRS.

b. A Shipper Report will be generated monthly from REQUEST showing next 90 days shippers. Coordinate/communicate with RSP as necessary.

c. Perform Shipper Quality Control packet review at the 30-day NG BS QC

workflow in RZ. The Shipper QC screening process will occur to ensure the Warriors are administratively correct prior to shipping.

    d. Perform Shipper Quality Control packet review at the 3 to 7-day NG SC QC workflow in RZ. The Shipper QC screening process will occur to ensure the Warriors are administratively correct prior to shipping.

    e. Communicate with DSS to ensure necessary documents are scanned into RZ and Vulcan (examples are marriage/birth certificates, legal actions, high school diploma, driver's license, 4187, orders, clothing record).

    f. Ensure the Warrior ships with required documents on the USMEPCOM packet breakdown checklist.

    g. Ensure that STO-2 shippers have the following:

        (1) DD Form 220 (Active Duty Report) scanned into RZ to substantiate BCT graduation.

        (2) Any other new necessary documents are scanned into GCRZ (marriage/birth certificate, legal actions, high school diploma, driver/s license, 4187, orders, clothing record).

    h. Coordinate with MEPS operations for transportation and meal vouchers and communicate with RSP sites as necessary.

    i. Act as liaison between DSS and MEPS Personnel.

    j. Verify the DISS status of the Warrior by reviewing the statements in the Manage Investigation section of RZ. Due to the high number of Warriors arriving with no investigation submitted, incorrect investigation, suspended or denied investigation at Army training installations, Department of the Army has instructed that no Army component (Army, Army Reserves and Army National Guard) Warrior will be allow to ship to any training base until their investigation is in one of the following status listed below. Please email (unencrypted) ASO with any questions, issues, or concerns at usarmy.knox.ngb.mbx.arng-accessions-suitability@mail.mil. Minimum requirements are the Warrior's name and PRID, do not send PII.

        (1) Case Scheduled.

        (2) No Investigation is needed since a NACLC is current.

        (3) Closed Complete Status.

        (4) DISS X.

    k. All shipper packets will be released to the DSS at a minimum of 5 working days prior to ship date. DSS must be in close coordination with RSP Sites to take immediate action on any needed corrections. Warriors identified with issues requiring special medical tests and applicable waivers MUST be projected as a MEPS shipper (Do Not Direct Ship). DA Form 200 must be utilized whether receiving or sending all shipper packets at the MEPS Office.

    l. Guidance Counselor will ensure that all Warrior data is updated, and all documents are scanned into RZ.

    m. DAILY TASK: Ship Confirm all verified shippers in REQUEST after notification from RSP Report all DSS "No-shows" to the MEPS Command upon receiving the information from the DSS in accordance with local MEPS SOP.

    n. DAILY TASK: Cancel or RENO all non-shippers in REQUEST after coordinating with the DSS.

    o. Return all meal checks within 5 days to USMEPCOM for all non-shippers.

6-9. DSS Transportation

a. Vehicles. Transportation of Warriors will be conducted using organic resources. Privately owned vehicles are not authorized.

b. Transportation from DSS to training site will be coordinated between MEPS GC and DSS. MEPS GC will work with the MEPS Travel section to obtain required tickets for transportation. The DSS will provide all ground transportation for the shipper to the designated departure air, bus or rail terminal, ensuring the shipper arrives within the prescribed timeframes to meet security standards. All efforts shall be made to report cancellations immediately. Unused tickets and meal vouchers must be returned to the MEPS within 72 hours.

6-10. Processing

a. Warriors report to the DSS in suitable civilian attire, as authorized by the commander, in order to verify administrative correctness and conduct physical inspect.

b. DSS will verify the following:

(1) Driver's License/Government issued Photo ID/CAC.

(a) A valid driver's license includes a provisional, intermediate, graduated, restricted, or any other terminology used by the State to identify a driver's license.

(b) The driver's license is not considered valid, when it is suspended or when it expires while the Warrior is attending Advanced Individual Training (AIT).

(c) The beginner or learner's permit may not be considered for a valid driver's license.

(2) Direct Deposit/Pay Actions.

(3) Security interview/Legal Issues.

(4) Education/Promotion.

(5) IET/AIT Orders/Mandatory Return Date (MRD)/DSS report date matches ship date.

(6) Final Review of Warrior Monthly Pre-Ship Eligibility. The following actions must be completed at the DSS:

(a) Accountability.

(b) Height/Weight and Medical Inspect. (If medical condition has changed, refer to para 5-6d).

(c) Clothing and OCIE showdown (STO-2).

(d) Post Accession review of SF86.

(e) Complete Shipper Packet Review.

(f) Final Review of Warrior Monthly Pre-Ship Eligibility Screening Form.

6-11. Ship Day Requirements

a. DSS Actions:

(1) Conduct transportation brief.

(2) Conduct Red Cross Brief.

(3) Provide travel instructions/contingencies.

(4) Provide appropriate follow-on travel or meal tickets to shippers.

(5) Confirm all Blue Phase Training Warrior Readiness Training Module

(STRM) classes were conducted.

    b. Conduct Departure Brief.

    c. Remind Warriors it is critical that they are to report within 72 hours to their RSP Site upon completion of IADT with all their training documents.

    d. If Warrior is physically unable to report to the RSP Site, they will contact their RSP Site via phone within 72 hours.

    e. Issue airplane/bus tickets and shipper packets to Warriors shipping to IET/AIT.

    f. DSS coordinates transportation of Warrior to airport.

    g. MEPS ARNG GC and/or DSS updates ship information in RZ after Warrior ships, to include SF 600.

    h. The RSP Site will conduct records reviews with each Warrior. Records review includes verification of emergency contact information, rank, direct deposit, family care plan, dependency documents, BAH documentation and pay documents.

    i. Direct Ship Status Report is sent to higher headquarters and MEPS GC NLT 1300 local time zone, confirming Warrior is enroute to Army Training Center (ATC).

Chapter 7
Administration

7-1. Training Seat Management
Any changes in a Warrior's training path after MEPS accession training seat management will be conducted IAW PPOM 20-046.

7-2. MEPS Processing
    a. One-hundred percent accuracy of all shipper checklists must be accomplished prior to Warrior's shipping to training. Administratively correct shipper packets are the responsibility of the RRNCO, RSP Readiness NCO, RSP NCOIC, RSP Contractor, IADT Coordinator, MEPS Guidance Counselors (GC) and ultimately, the RSP Commander. Current versions of the following RSP forms are located in the Vulcan document center.

        (1) RSP Warrior Pre-Ship Eligibility Form

        (2) RSP Warrior Pre-Ship Checklist

        (3) RSP BAH Addendum to Warrior Pre-Ship Eligibility Form

    b. Pre-Ship Eligibility Form must be initiated at least 90 days prior to the ship date, preferably, counseling shall begin from the date of enlistment.

    c. Monthly screening – during each IDT it is mandatory to verify all current personal data on Warriors, specifically: education, medical issues, law violations, pay issues and dependent status. Make note of any issues or changes and provide that information to the RSP Specialist/RRNCO/RSP 1SG and updates sent to the MEPS.

        (1) Ensure a standardized checklist is utilized by all RSP locations.

        (2) Ensure Warrior is briefed on what to take to BCT/AIT.

        (3) Ensure Warrior exceeds the requirement of AR 601-210 for the Shipper Packet, e.g. dependent documents, marriage certificate vs. marriage license, BAH, etc.

        (4) Ensure all enlistment and post-enlistment documents are uploaded in each

Warrior's Vulcan document repository, and post-enlistment documents are sent to MEPS GC for upload in GCRZ.

7-3 Recruit Background Investigation
Referenced in PPOM 20-046 "MEPS Processing" Chapter 6.

7-4. Pay Processing
Warrior's IDT pay will be processed by the RSP; it is critical to ensure all Warriors are paid correctly and on time.

    a. Ensure the proper completion and submission of the SF1199A.

    b. Ensure the Warrior is attached to the RSP UIC.

    c. Submit for pay immediately following IDT.

    d. Review the My Unit Pay, Unit Training Assembly (UTA) report. (Ensure Warriors do not exceed their authorized UTAs).

    e. Ensure all Drill Pay has cleared the system prior to day 2 of Reception BN to avoid Federal pay issues.

    f. Monitor the At Risk for Drill Attendance Report on DPRO as well as the 45 Days No Pay Report in Vulcan.

    g. Use My Unit Pay and Defense Joint Military Pay System (DJMS) to submit/view real-time pay transactions.

7-5. Discharges

    a. Reference: AR 135-178

    b. Pre-IET (State level discharge packet) – gather supporting documentation, attach to discharge request, and forward all documentation to proper authority. If discharged within 14 days of enlistment and their ship date is cancelled, they do not show as a TPL. Ensure MEPS personnel are aware of the discharges.

    c. On IADT

        (1) Upon receipt of a discharge notification LNCO ticket, notify RSP location and the parent unit.

        (2) Determine Warrior's return date, make contact with the Warrior to recover training records and any Army equipment.

        (3) The State Adjutant General still processes the Warrior for discharge after release from IADT.

    d. Awaiting IADT (including Split-option awaiting Phase 2) same procedure as Pre-IET discharges, but must clear OCIE and supply prior to discharge going forward.

        (1) Vulcan disposition must reflect the proper reason.

        (2) Recover issued clothing prior to forwarding the discharge request.

    e. In accordance with PPOM 20-021 a PPR must be conducted before separating Warriors with "Positive Match" RAP sheet results, Warriors who failed to disclose pre-existing medical conditions, and Warriors with undisclosed dependents. Update enlisting MEPS and ensure REQUEST reflects the correct disposition. Refer to PPOM 20-021 for further guidance.

7-6. LOD Processing

    a. Types Formal/Informal

    b. Pre-IET/Awaiting Phase 2

c. IET

d. Reference AR 600-8-4 for detailed LOD processing information.

e. Identifying if the LOD occurred during drill or at BCT/AIT. Ensure all State specific LOD forms are completed at this time.

f. If an RSP Warrior claims to be injured while attending IADT but supporting documentation is not present in their training records, request an Armed Forces Health Longitudinal Technology Application (AHLTA) printout from the State ARNG Health Services for use in completing the DA Form 2173 (Statement of Medical Examination and Duty Status). This printout will list any medical care the Warrior received while on IADT.

g. Ensure HIPAA certification by all RSP Cadre.

h. Training and access to the LOD Module.
https://medchart.ngb.army.mil/MED-CHART/Public/About.aspx

7-7. Soldier/Warrior Outreach

a. Provide welcome letter.
    (1) Drill dates
    (2) What to bring to drill
    (3) Points of Contact

b. Methods of contact.
    (1) Face to Face
    (2) Telephone/Cell Phone
    (3) Electronic
    (4) Social Media
    (5) Social Events
    (6) State/Internal Website
    (7) Mail

7-8. Family Outreach

The Warrior Sustainment Family Outreach Program assists families through the military path their Warriors have chosen. A better-informed family will foster a well-informed, and ultimately, a better prepared RSP Warrior.

a. Possible Family Outreach Initiatives.
    (1) Web Sites (locally owned)
    (2) Newsletters (hard copy and electronic)
    (3) Social Media
    (4) Family Nights/RSP Open House
    (5) Family Shipper Briefings
    (6) Family Welcome Letters
    (7) Family Outreach Trifold
    (8) Battle Hand-Off Ceremony (required for Gold Phase Warriors)

b. Utilize Family Assistance Centers (FAC)/Family Readiness Group (FRG) as a tool to enhance the RSPs relationship with the Warrior's family by contacting the family to make introductions and to provide the family with RSP contact numbers.

c. The Family Outreach trifold includes much of the information you will need to brief families and keep them informed. There are also additional resources available

to assist states with family briefings. You will find these tools in the Cadre Resources section on the SMTB SharePoint, https://army.deps.mil/army/cmds/cascom_ssi_smtc/SitePages/Home.aspx. They include a Family Information Briefing, PowerPoint slides with Instructor notes, and a family checklist which may be used as a handout to help families prepare for their Warrior's departure to BCT and AIT.

7-9. Drug Testing and Prevention
Referenced AR 600-85 and PPOM 18-015 (Drug Testing and Prevention Education for ARNG RSP Warriors).

7-10. Vulcan Usage
Ensure Vulcan is used daily to track, monitor, and document each Warrior's progress throughout their RSP life cycle. Move Warriors through the Sponsorship, Routine Monitoring, Shipper Management, and LNCO Module work buckets. Check and address issues identified, upload all enlistment and post-enlistment documents in each Warrior's document repository, record remarks, monitor disposition, and complete Battle Hand-Off.

7-11. Strength Maintenance Standards Program
The RSP plays an integral role in protecting the integrity of the recruiting process.

a. Recruiter Irregularity (RI). Those intentional or unintentional acts of omission and improprieties that are perpetrated by a recruiter, or alleged to be perpetrated by a recruiter, to facilitate the recruiting process for an applicant. Refer to PPOM 20-021 for RI reporting categories and requirements.

b. Processing Procedure Review (PPR). The PPR reviews suspect or questionable facts and circumstances in the recruiting process to determine if an investigation is warranted. The PPR will determine if the act or omission was done with the intent and purpose to wrongfully facilitate the recruiting process. Refer to PPOM 20-021 for further guidance. PPRs are mandatory for the following situations:
> (1) Applicant concealed dependent(s)
> (2) Once a "Positive Match" RAP sheet is received with charge(s) not previously listed in Section #22 of the SF 86.
> (3) Once an applicant fails to ship due to a previously undisclosed medical issue/concern or discloses a medical issue/condition that was not previously annotated on DD Forms 2807-2 and/or the SF 507.

c. Recruiter and Training Cadre Suitability

IAW Army Directive 2018-16 and SMOM 23-004, suitability screenings are mandatory for Soldiers preforming a direct recruiting or training function that supports the recruiting mission. These positions include but are not limited to the following:

– Recruiting Cadre

–   Training Cadre

Soldiers found to have disqualifying offenses, activity, or situations are ineligible to be appointed into or maintain a position mentioned above.

For more information regarding the Suitability program please refer to the below:

- **Army Directive 2018-16**, Suitability Criteria for Military Personnel in Specified Positions, dated 8 November 2018

    –   Guidance from SEC ARMY

- **SMOM 23-004**, Screening of Army National Guard Recruiting and Training Cadre, dated 13 October 2022

    –   Interprets the Army Directive 2018-16 for the ARNG

- **EXORD 085-19,** ISO Army Directive 2018-16 (Suitability Criteria For Military Personnel In Specified Positions) Suitability Quarterly Reporting Instructions

    –   Provides guidance for quarterly reporting instructions

   d. Inappropriate relationships. AR 600-20 (Army Command Policy) prohibits inappropriate relationships between Warriors and Trainers/Recruiters. Ensure DD Form 2983 is read and signed prior to enlistment. Refer to SMOM 20-061 for further guidance.

Chapter 8
Accreditation and Self-Assessment

8-1. Purpose
The Recruit Sustainment Program (RSP) Self-Assessment is conducted to promote standardization, regulatory/policy compliance, and to capture best practices utilized by RSPs.

8-2. Self-Assessment
The RSP Accreditation/Self-Assessment Checklist has been updated to reflect 10 task sections, 4 of which are Critical Task sections that pertain to requirements specific to the program. The program also includes additional tasks that are indicative of program effectiveness ensuring successful training and includes support and proponent functions that improve ARNG readiness. All RSP organizations must complete and submit a State/Territory Self-Assessment 60 days prior to the date of their scheduled accreditation. This requirement will be explained during the mandatory annual RSP accreditation training that occurs at the beginning of each FY.

8-3. Conducting Self-Assessment
Each State/Territory will:

a. Use the Accreditation/Self-Assessment checklist to perform a thorough analysis of the RSP Program. Determine if the criteria is met for each task within the Accreditation/Self-Assessment Checklist by issuing either a "Go" or "No-Go".

b. Maintain documentation used (if applicable) for tasks rated "Go"

c. Provide an explanation and way ahead to correct tasks rated "No-Go" in the notes section describing effort to bring the task to compliance.

d. Conduct assessments for submission at the State/Territory level. Assessments at the individual site level can also be conducted if desired.

In order to be rated "Compliant" on the Self-Assessment, the RSP must receive all "GOs" in all 4 Critical Task Sections and maintain 70% overall "GOs". RSPs that do not achieve a "Go" on each of the 4 Critical Task Sections and or receive 69% and below on the assessment will receive a rating of "Non-compliant."

8-4. RSP Accreditation

Recruit Sustainment Program Accreditation is conducted by ARNG-HRR every 3 years to promote standardization, regulatory/policy compliance and capture best practices utilized by top performing RSPs. The ARNG-HRR Accreditation Phase consists of virtual and site assistance visits to each State and RSP Command to provide an un-biased evaluation, utilizing the RSP Accreditation/Self-Assessment Checklist, and to discuss State RSP business practices and the State Self-Assessment. During the site visit, local units may be spot checked to confirm State Self-Assessment reports and compliance with State published guidance.

a. The accreditation visits will focus on the 10 imperatives listed below:

(1) Recruiting and Retention Commander Command and Control

(2) Formal Cadre Selection, Training and Qualifications

(3) Administration and Quality Assurance

(4) Medical Support

(5) Support Contract Oversight

(6) Physical Fitness Program

(7) Drill Attendance

(8) Effective Training Management

(9) In-processing and Outreach

(10) Logistics Planning

b. Each State accreditation visit will include an in-brief with the State RRC and staff followed by a series of interviews with relevant personnel. The team will inspect a multitude of areas for demonstrated competency, Standard Operating Procedures (SOPs) and program compliance. The assistance team will conduct an out-brief, including a summary of the notes and final score with accreditation status, NLT 45 days after the accreditation has been completed. During the out-brief, the team will provide a comprehensive assessment report of the State's RSP program and provide feedback on the State's accreditation status.

Chapter 9
Logistics

9-1. Material

a. Class I (Subsistence): Arrange/Request number of meals prior to drill per local Logistics SOP.

(1) Subsistence Requisitioning and Reporting (Reference AR 30-22 and State SOP)

(2) Requisitioning: Will be prepared and submitted NLT 60 days prior to the date for which the meals are required. Required forms:

(a) DA Form 5913 (Strength and Feeder Report)

(b) DA Form 3032 (Signature Head Count Sheet)

(c) DA Form 3294-R (Ration Requisition and Turn-In Report)

(d) Memorandum for Contract Meals (as required)

(3) Reporting: Recommend receipts for contract (catered) meals are due NLT two days after the event. Recommend all other documents are due NLT five days after the event. Required Forms:

(a) DA Form 5913 (Strength and Feeder Report)

(b) Catered meal receipts

b. Class II (General Supply, uniforms, OCIE): ACU/RSP uniform issued as soon as possible to allow Warrior to become part of the team.

(1) Installation Support Modules website to request and issue uniforms (CIF). https://ism.army.mil/ism

(2) Global Combat Support System - Army for all supply and logistics support. https://www.gcss.army.mil/

(3) Coordinate with CIF for OCIE to support training and life support.

c. Class VI (Personal Demand Items): Sundry kits are available through the supply system if necessary.

d. Class VII (Major End Item): Using command guidance, input from training meetings, and Training Support Packages as reference, ensure that all required equipment, supplies and training aids are requested. Recommend regular follow-up to ensure availability is conducted. Requests are submitted NLT 120 days prior to the start of training. Items can be requested from:

(1) TASC (Training and Audiovisual Support Center) requires that you have a TASC Account. Each company has an account connected to its UIC (Reference local TASC Catalog including these items).

(a) Realistic Army Training Aids

(b) CTA Items

(c) GTA Ítems

(d) Videos

(e) Simulators

(f) Automated Training Devices

(2) Other Units to include RTI (Multitude of items, to include these items)

(a) Weapons

(b) Protective Masks

(c) Military Vehicles

      (d) Commo Equipment
      (e) Tentage
      (f) TA-50
      (g) NVG (Night Vision Goggles)
      (h) SME (Subject Matter Expert) Instructors
   e. Class VIII (Medical Supplies)
     (1) At a minimum, units will retain one CLS qualified Soldier for every 60 Warriors. All combat life saver (CLS) bags must be inventoried and restocked regularly in accordance with TR 350-6.
     (2) All additional medical supplies or replacement shortages will be ordered utilizing State-appropriate procedures.
     (3) For a list of contents of a CLS aid bag refer to TR 350-6.
     (4) All Warriors are directed to bring personal prescription medication to drill.

Chapter 10
Automation

10-1. Retention Management Software (RMS)
Located on the Strength Maintenance Management System (SMMS), RMS contains the Vulcan application along with the AWOL Recovery, Sponsorship, Career Development, Extension/Counseling and IST Modules.
https://smms.army.pentagon.mil/SMMS/smmsmenu.aspx

10-2. Vulcan Application
Tracks Warrior training and pre-ship critical tasks. It provides visibility on the current status of Warrior preparation and provides alerts to RRB and Unit leadership when Warriors are at risk of becoming a pre-ship training pipeline loss or lack critical IADT skill training based upon the top five reasons for ARNG training pipeline losses. Soldiers/Warriors are tracked from time of enlistment until they are awarded an MOS and the Battle Hand-off Ceremony have been completed with the gaining unit. The Vulcan application is a module within the RMS.
https://smms.army.pentagon.mil/SMMS/smmsmenu.aspx

10-3. Director's Personnel Readiness Overview (DPRO)
DPRO data is independent from the Vulcan database and is the data source for the RSP Metrics. It contains historical data for numerous RSP-related categories, including Training Pipeline Losses, Negative End Strength, Ship Rate, At Risk for Drill Attendance, and Packet QC.
https://arngg1.ngb.army.mil/Portal/RibbonMenu.aspx?ProviderName=DSROProvider

10-4. Guard Incentive Management System (GIMS)
This is the primary system used to manage bonuses and education benefits to include GI Bill, GI Bill Kicker, Selected Reserve Incentive Program (SRIP), Student Loan Repayment Program (SLRP), Health Professional Loan Repayment (HPLR), Chaplain Loan Repayment Program (CLRP), and Tuition Assistance.

https://smms.army.pentagon.mil/Portal/DefaultG1.aspx?ProviderName=GIMSProductionProvider

10-5. Recruit Quota Enlistment System (REQUEST)
REQUEST provides a real-time capability to reserve training seats by MOS and time period. Select personnel at the RSP may have access to REQUEST either as read-only or write capability. https://knox.keystone.army.mil

10-6. Recruiter Zone (RZ)
RZ is a web-based application used to process applicants for enlistment. RZ is the final application within ARISS to support the enlistment process. It gives access to the complete electronic enlistment packet. RZ allows the scanning of applicant's source documents. ARISS RZ includes an application called Electronic Records Management (ERM). ERM allows you to electronically QC packets along with filing a complete enlistment packet that includes the supporting documentation.

10-7. Integrated Personnel and Pay System Army (IPPS-A)
IPPS-A is an online Human Resources (HR) PeopleSoft solution; IPPS-A integrates personnel and pay while providing three main capabilities: Total Force Visibility, Talent Management and Auditability. IPPS-A is the database of record for all Army National Guard data. RSP Staff must ensure all RSP Soldier's/Warrior's data is current and accurate in IPPS-A which will result in proper reporting in Vulcan, TAPDB-G, DPRO and DFAS.

10-8. Interactive Personnel Electronic Record Management System (iPERMS)
iPERMS houses the electronic Official Military Personnel File (OMPF) in a safe secure environment for a Soldier's entire career and 62 years after retirement. https://iperms.hrc.army.mil/rms/login.jsp

10-9. Electronic Transaction Manager (E-Trans)
E-Trans Manager imports and validates non-prior service (NPS) gains from GCRZ. This is a State specific link. This is a State specific link. Recruiter enters enlistment data into Recruiter Zone (RZ) which generates and creates the package for imaging into iPERMS. The electronic transaction files are imported into E-Trans Manager, validated, and exported to IPPS-A when MEPS Guidance Counselors enlist confirm in REQUEST.

10-10. Defense Information Security System (DISS)
DISS is the automated system used for personnel security management within DOD. It provides a common, comprehensive medium to record and document personnel security actions within the Department of Defense. DISS also compiles statistical data for use in analyses and studies

10-11. MILCONNECT
A web-based system used by all Army components to complete the DD Form 93 and

the SGLV 8286. https://milconnect.dmdc.osd.mil/milconnect/

10-12. RCAS
This site is an automated information system that supports commanders with information needed for reserve component mobilization and day to day operations. This is a State specific link. Systems include:

    a. MILPO Orders
    b. Unit Personnel System (UPS)
    c. Integrated Data Viewer (IDV)
    d. Retirement Points Accounting Management (RPAM)

10-13. Strength Maintenance Management System (SMMS)
Hosting the RMS and Vulcan application, this official recruiting web site also contains GI Bill, Tuition Assistance information, and other recruiting specific information.
https://smms.army.pentagon.mil

10-14. ATRRS Funding Allocation Model (AFAM)
A model developed for National Guard budget analysts to allow them to allocate limited individual training funds based on unit training requirements and readiness criteria. AFAM combines IPPS-A and ATRRS data for analysis and reports.
https://atrrs.army.mil/channels/afam

10-15. Army Training Requirements and Resources System (ATRRS)
This automation support tool establishes training requirements, determines training programs, manages class schedules, allocates class quotas, makes seat reservations, and records student attendance. This is a tremendous tool in determining why a Warrior is in an "In-Training Pending Action" status.
https://atrrs.army.mil

10-16. SMTB SharePoint Portal
This site contains Warrior Training Readiness Modules (STRM), On Line training modules, and Cadre resources. Access requires the EMAIL Certificate to be used.
https://armyeitaas.sharepoint-mil.us/:f:/r/teams/NGBARNGSMTC/Shared%20Documents/RSP_Cadre?csf=1&web=1&e=AFnHTW

10-17. Defense Training Management System (DTMS)
A web based Commercial-Off-The-Shelf (COTS) software product tied to a relational database and customized as referenced in FM 7-0. Optimized for use at Brigade and below, DTMS provides the ability to plan, resource and manage unit and individual training at all levels. It compiles collective and individual tasks, weapons qualifications, Army Combat Fitness Test (ACFT), AR 350-1 mandatory training and deployment tasks from "Enlistment to Retirement". DTMS provides relevant training products through frequent updates of approved collective and individual tasks, Combined Arms Training Strategy (CATS), the Army Universal Task List (AUTL) and

the Universal Joint Task List (UJTL).
https://dtms.army.mil

10-18. Medical Operational Data System (MODS)
MODS is a Military Health System that provides the Army Medical Department (AMEDD) with an integrated automation system that supports all phases of Human Resource Life -Cycle Management during peacetime and mobilization. This on-line system provides commanders, staff and functional managers of AMEDD organizations with a real time source of information on the qualifications, training, special pay and readiness of Army Medical Department (AMEDD) personnel. MODS web page http://www.mods.army.mil/.

10-19. LOD Module
This module is used to process line of duty medical incidents. If Warriors are injured during drill weekend and require medical care, an LOD will be processed. Contact your State's Medical Command for access. Yearly HIPPA certification is required. Access the LOD Module at https://medchartws.ngb.army.mil/MEDCHART/Login.aspx?application=MEDCHART.

10-20. DEERS Rapid Site Locator
Lists all DEERS/Rapids sites in the nation. This site will take you to the site locator that will give you DEERS/RAPIDS stations within a certain geographical location. https://nrd.gov/resource/detail/12749746/DEERS+%26+RAPIDS+Site+Locator

10-21. Smart Book
Lists MOS qualifications and must be consulted if a Warrior requests to change their MOS between enlistment and completion of IADT.
https://www.milsuite.mil/book/docs/DOC-159575

10-22. Armed Forces Health Longitudinal Technology Application (AHLTA)
This is an on-line charting mechanism that Active-Duty Medical records are transcribed into. Missing medical records from AD are often difficult to obtain but are quite often available through ALTHA.

10-23. My Unit Pay
To manage unit payroll. RSP sites will need to contact their State's USPFO to obtain this link.

10-24. MilSuite
This is a social media like site used by the ARNG where you can access pertinent/current information, guidance, and links to other useful sites. (i.e. ARNG Strength Maintenance page, SMOMS, POC contact rosters, informational blog posts, etc.). https://www.milsuite.mil/book/groups/arng-strength-maintenance

10-25. Defense Travel System (DTS)
For assistance with filing travel claims.
http://www.defensetravel.osd.mil/dts/site/index.jsp

10-26. Range Facility Management Support System (RFMSS)
For use when securing/scheduling training sites and other logistical support for
facilities where RSP training will be conducted. https://rfmss.belvoir.army.mil/

10-27. Strength Maintenance Tool (SMT)
Initiate Recruiter Irregularities for national reporting and state tracking.
https://smms.ngb.army.mil/SMMS

Chapter 11
Earlier Ship Date Request Process

11-1. Purpose
To provide guidance to State/Territory RSP cadre/staff on the procedures for requesting
earlier ship dates for RSP Warriors. Allowing Warriors to ship earlier to BCT or AIT
when they are qualified and prepared to do so is a best practice that contributes to
efficient training seat management by filling available training seats with volunteers that
may otherwise go unutilized.

11-2. Policy
RSP Cadre and Staff will use the procedures outlined below to request an earlier
training ship date for qualified and prepared RSP Warriors. Requests for new ship dates
will not be made when the RSP Warriors is within 45 days of the original ship date. RSP
Warriors that would like to move their training seat reservation to obtain an earlier
training ship date must be counseled by RSP Cadre to ensure they are qualified and
prepared to ship earlier and understand that the request will only be approved if there is
an available training seat for their MOS.

11-3. Process
Utilizing the Search Tab in Retention Management System/Vulcan complete the
following steps:
    a. Search Type: Vulcan Soldier Search.
    b. Enter Last Name & First Name and select Search.
    c. Select Warrior's name to open record in panel #2.
    d. Select Vulcan Cases to open in panel #3.
    e. Double click on Routine Monitoring.
    f. Select the blue GO tab to the right of Ship Date Management.
    g. An RSP Cadre member counsels the Warrior interested in shipping earlier using a
DA Form 4856 (Developmental Counseling Form). If the Warrior is found to be fully

qualified and ready to ship earlier than scheduled, the completed DA Form 4856 is uploaded to the Warrior's Vulcan document repository. The Warrior's current ship date is displayed in Vulcan. Click "Yes" after counseling if qualified.

h. What is the earliest Ship Date? Enter the earliest ship date the Warrior is able to ship and ensure that MEPS or DS site staff has enough time to amend orders and arrange for travel.

i. Comments: Enter a brief comment describing the Warrior's request and include your contact information for communication purposes. Example: Warrior is qualified and prepared to ship and requests to ship on or after 2 January 2018 POC: john.smith.mil@mail.mil (555) 555-5555.

j. Enter date ship date counseling occurred. Select Save.

k. Send a notification email to RSP TPMT. Include Warrior's full name, MOS and the earliest date the Warrior is eligible to ship.

l. An automated email will be sent to the RSP ROC Analyst, the requesting State IADT Manager, and the supporting MEPS Guidance Counselor for action. The RSP ROC Analyst will communicate with the Vulcan user who initiated the OML request and courtesy copy the RSP State Supervisor, State IADT Manager and RSP RM to confirm the earlier ship date. Notification of the new REQUEST training reservation will be sent via email to the Vulcan user, RSP State Supervisor, State IADT Manager and RSP RM.

m. Notify the Warrior of the new ship date, record notification results in the Vulcan remarks section of the Warrior's case file. Once the Warrior ships to training, the RSP staff will complete Part IV of the DA Form 4856 and upload it into the Warrior's case file.

Chapter 12
Disaster Continuing Operations Plan (DCOP)

12-1. Introduction
The ARNG Disaster Continuing Operations Plan (DCOP), will serve as a guide to assist the 54 RRBs and USMEPCOM, TRADOC, DA G1, and other agencies to plan and prepare to meet the needs of applicants and staff to continue recruiting and shipping operations in the event of a situation such as a natural or man-made disaster. State RRBs and external agencies will be key in the success of this plan. This plan should be shared with state internal commands and other DOD services to encourage support and shared resources to reduce the impact on our applicants, shippers, and Soldiers.

12-2. Purpose
a. To support continuity in recruiting and shipping operations and provide operational instruction to applicants and Commands during times of major emergencies and/or disasters or when such events are reasonably believed to be pending by maintaining close coordination with state Commands and related agencies.

b. A disaster situation may be classified as a fire, hurricane, tornado, flood, mudslide, electrical power outage, electro-magnetic pulse, explosion, bomb threat, terrorist attack,

hazardous material spills or releases, earthquake, avalanche, volcanic eruption, pandemic, or any other situation that would warrant evacuation or shelter in place in order to protect the lives and safety of the community.

    c. After contact by the NGB MEPS National Program Manager (NPM), it will be the responsibility of the state Commands to declare the situation a disaster and activate the ARNG Disaster Continuing Operations Plan (DCOP) and its procedures. As always, follow the advice and directions of your local, state, and federal emergency management agencies, law enforcement, first responders, and chain of command.

12-3. General Overview
The ARNG MEPS National Program Manager (NPM) will contact the State Command that a disaster situation exists or is about to exist. The State Command may also notify the NPM of same. However, only the State Command makes the decision to activate the DCOP.

12-4. Plan Review
The ARNG Disaster Continuing Operations Plan (DCOP) will be reviewed annually to ensure up to date information.

12-5. Key Agencies
    a. National Guard Bureau (NGB)
        (1) HRR-O (Recruiting Operations Branch)
        (2) MEPS National Program Manager
        (3) REQUEST Operation Center
        (4) IMT Team
        (5) HRR-AR (RSP)
    b. TRADOC
        (1) Center for Initial Military Training (CIMT)
        (2) LNCO SGM at training sites
    c. USMEPCOM
        (1) J3/J6
        (2) ARNG Liaison
        (3) Recruit Travel Section (TA)
    d. State Recruiting and Retention Battalions (RRBs)
        (1) RRB leadership/OPS
        (2) MEPS GCs
        (3) RSP leadership

12-6. Factors to consider
    a. Notification to affected population
    b. Loss of Systems (ARISS, USMIRS, REQUEST); consider back up, removing paper files from impacted area if possible
    c. Failure of communication systems, consider back up, cell numbers, etc.

d. Loss of resources (computers, transportation, power); consider moving devices from impacted area if possible

e. Inability to reach applicants/shippers

f. Transportation disrupted (GSA vehicles, airports, roads, etc.); keep GSAs and other vehicles fueled and moved from impacted area if possible

g. Command personnel families impacted and cannot respond

h. Operational spaces (Storefronts, RSP locations, MEPS, etc.) impacted

i. Manage expectations, do not expect quick results, and establish goals and timelines.

12-7. Risk Assessment Components
a. Projected impact date/time
b. Personnel Accountability (AGR, DACs, Soldiers/Applicants)
c. Number of States, Commands, and major hubs impacted

12-8. Applicant and Shipper Projections
a. Infrastructure Preparation (Offices, Files, Automation, Transportation)
b. Alert Roster
c. Communication plan
d. Notification to support elements
e. Other Agency coordination

12-9. DCOP Outline
a. Pre-DCOP (24-48 hour notice, if possible)
   (1) NPM contacts State RRC/CSM or vice/versa
   (2) State supplies NPM with RSP main point of contact (POC).
   (3) NPM establishes communication with other agency commands and NGB leadership
   (4) DCOP initiated
b. During-DCOP (Daily/weekly, as needed)
   (1) Assess and evaluate as the situation develops
   (2) Establish communication methods and times for RRB updates and support requests
   (3) Assist as necessary
c. Post-DCOP (Weekly/Monthly/until normal operations resume)
   (1) Assess and evaluate
   (2) Track and coordinate efforts between RRBs and support commands
   (3) MEPS GCs, RSPs, and ROC work to identify impacted cohort and move as necessary
   (4) DCOP in effect until state(s) resume normal operations

12-10. During DCOP Outline

a. IDENTIFY: The state Command determines that a disaster situation exists or is about to exist and that the ARNG MEPS Continuing Operations Plan (DCOP) is necessary, the State will:

    (1) Designate an RSP point person and a Recruiting Operations contact to work with NGB MEPS National Manager

    (2) Complete the Shipper Locator Tracker' (Figure 12-1 below) with information on all applicants and shippers affected by the disaster situation

    (3) Send the Shipper Locator Tracker to NPM and your assigned MEPS Regional Manager

b. NPM and regional managers will act as conduits and communicate the Shipper Locator Tracker to both USMEPCOM and TRADOC.

c. USMEPCOM POC will coordinate the following for each individual listed on the Shipper Locator Tracker spreadsheet:

    (1) Airline and other ticketing

    (2) Meals/lodging

    (3) Revised Orders

    (4) Report information to NPM who will transmit to State contacts

d. TRADOC POC will coordinate the following for each individual listed on the Shipper Locator Tracker spreadsheet:

    (1) Reschedule arrival date and/or delaying departure date to/from BCT or AIT locations.

    (2) Report new arrival/departure dates to NPM or Regional Manager Contact and installation LNOs.

e. NPM will report all information to State RSP and Recruiting Operations contacts as identified by the state in Paragraph A.

f. Establish the initial and weekly (or as needed) telecom with all stakeholders for updates and to ensure everyone understands his/her role in the process.

g. This cycle will continue weekly, or as needed, until the disaster situation is resolved and regular operations resume.

h. During DCOP every Stakeholder (RSP Site, RRBN, MEPS, LNCO, and NGB) should consider the following:

    (1) IDENTIFY Impact the policy change or catastrophic event will have on the force, Soldiers, and support commands

    (2) ASSESS Who, What, When, Where, and Why?

    (3) CONTACT NPM and if not available the Regional Manager in your area

    (4) DETERMINE agencies to identify potential number/types of applicants / Soldiers to be impacted (Immediate/Future) and the (Accessions/Shippers)

    (5) COORDINATE Internal and external agencies, ensuring everyone understands his/her lane and responsibilities to plan ahead for worst outcome, hoping for best

    (6) PREPARE/REVIEW the Shipper Locator Tracker (Figure 12-1 below) and forward to NPM and your assigned Regional Manager. It is vital to keep track of all Soldiers/Warriors in the pipeline.

(7) Accessions/Shippers: While gaining accessions remains critical to sustain the growth of our organization, shipping Soldier/Warriors with minimal delay, when possible, ensures a backlog is not created at the training posts and saves money. Ask yourself:

(a) What's my primary responsibility?

(b) What are my resources?

(c) How can I be contacted?

(d) Who are my POCs?

(e) What is my role in the process?

12-11. Post-DCOP Outline

a. The State Commands resumed normal operations

b. Complete a Final AAR telecom with all Stakeholders and final review of Shipper Locator Tracker.

c. Draft final AAR for leaders at all levels.

d. State Family support commanders should reach out to all Warriors affected by the disaster situation to assess and determine supports needed. State(s) should consider directing Warriors and their families to outside organizations that assist in disaster situations such as:

(1) DisasterAssistance.gov at the following link:
https://www.disasterassistance.gov/

(2) Red Cross and Salvation Army, a list of agencies can be found at:
https://www.thoughtco.com/top-disaster-relief-organizations-701272

(3) Operation We Are Here at the following link:
http://www.nrd.gov/resource/detail/21079819/Operation+We+Are+Here

Training Ship Date	Original Ship Date	RSID	Name	Gender	SSN	Pay Grade	MOS	Prior Svc	BCT Location	AIT Location	Remarks
11/20/2017	9/25/2017	PRCF	Doe, John	M	XXX-XX-1234	E4	92W	N	LWOOD	LEE	Ready to Ship. No Hardship
11/1/2017	9/25/2017	PRDC	Doe, Jane	F	XXX-XX-1235	E4	15T	N			Ready to Ship. No Hardship. Needs Reservation.
11/1/2017	9/25/2017	PRDQ	Doe, Shawn	F	XXX-XX-1236	E1	12B	N	BENN	LWOOD	Message left at home, awaiting response.
9/25/2017	9/25/2017	PRFJ	Doe, John	M	XXX-XX-1237	E2	31B	N	LWOOD	LWOOD	Cancel ship date, legal issue.
11/13/2017	9/25/2017	PRGE	Doe, Jane	F	XXX-XX-1238	E2	11B	N	BENN	BENN	No status, visited twice.
11/1/2017	9/25/2017	PRGH	Doe, John	M	XXX-XX-1239	E1	92W	N	JACKSON	LEE	Cancel ship date, OPAT Failure.
11/27/2017	9/26/2017	PRCI	Doe, Jane	F	XXX-XX-1240	E4	68W	N	SILL	FTSAMH	
11/1/2017	9/26/2017	PREI	Doe, John	M	XXX-XX-1241	E4	42A	N	BENN	JACKSON	Ready to Ship. No Hardship
11/14/2017	9/26/2017	PRFI	Doe, Jane	F	XXX-XX-1242	E1	88M	N	LWOOD	LWOOD	Ready to Ship. No Hardship

Figure 12-1. Shipper Locator Tracker

Appendix A
References

<u>**U.S. Federal Statutes**</u>

Title 10 U.S.C Sections 115(d), 641(1)(D), 651, 671, 10301, 12301(d), 12304, 4319, and 4320.

Title 32 U.S.C Sections 316, 502, 503, 504 and 708.

Title 50 U.S.C Appendix 460(b)(2)

<u>**Department of the Army Publications**</u>

Army Directive 2018-16
Suitability Criteria for Military Personnel in Specified Positions

AR 30-22
Army Food Program

AR 135-18
The Active Guard Reserve Program

AR 135-91
Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures

AR 135-178
Enlisted Administrative Separations

AR 350-1
Army Training and Leader Development

AR 385-10
Management of Army Individual Training Requirements and Resources

AR 600-8-4
Line of Duty Policy, Procedures, and Investigations

AR 600-8-19
Enlisted Promotions and Reductions

AR 600-20
Army Command Policy

AR 600-85
The Army Substance Abuse Program

AR 601-210
Regular Army and Reserve Components Enlistment Program

DA PAM 611-21
Military Occupational Classification and Structure

HQDA EXORD 085-19
ISO Army Directive 2018-16 (Suitability Criteria for Military Personnel in Specified
Positions) Suitability Quarterly Reporting Instructions

FM 7-0
Training

FM 7-22
Holistic Health and Fitness (this item is published w/ basic Incl. C1)

TR 350-6
Enlisted Initial Entry Training Policies and Administration

National Guard Bureau/Army National Guard Publications

NGR 601-1
Army National Guard Strength Maintenance Program

PPOM 18-015
Drug Testing Prevention Education for Army National Guard (ARNG) Recruit
Sustainment Program (RSP) Soldiers

PPOM 20-021
Strength Maintenance Standards Program (SMSP) Guidance, Policy Update

PPOM 20-046
Announcement of FY21/22 Army National Guard (ARNG) Strength Maintenance MEPS
Processing

PPOM 22-044
Army National Guard Accession Options Criteria

SMOM 20-061
Protecting Against Inappropriate Relations during Recruiting and Entry Level Training

SMOM 22-009
Suitability Screening of Army National Guard Recruiting and Training Cadre

Appendix B
Shipper Scan/Upload Documents

1. DA 5960, AUTHORIZATION TO START, STOP, OR CHANGE BASIC ALLOWANCE FOR QUARTERS (BAQ), AND/OR VARIABLE HOUSING ALLOWANCE (VHA)

Profile > Upload Documents

Record Detail: Upload Documents

Complete the following required information. Select **Upload** to upload documents. Select **Scan** to scan in documents

⦿ Scan

Add Documents

Document Folder: *	Core Admin
Document Name: *	DA 5960
MEPS ID: *	⌄

2. DA 4187, for Admin reasons/corrections

Record Detail: Upload Documents

Complete the following required information. Select **Upload** to upload documents. Select **Scan** to scan in documents

⦿ Scan

Add Documents

Document Folder: *	Core Admin
Document Name: *	DA 4187
MEPS ID: *	SELECT... ⌄

3. DA 4187, for Promotions

Record Detail: Upload Documents

Complete the following required information. Select **Upload** to upload documents. Select **Scan** to scan in documents

⦿ Scan

Add Documents

Document Folder: *	DEP
Document Name: *	DA 4187 (Promotion Documentation)
MEPS ID: *	SELECT... ▾

4. Promotion Order(s) from Enlisted *Promotion* System. (*EPS*), State Promotion Order, iPERMS etc…)

Profile > Upload Documents

Record Detail: Upload Documents

Complete the following required information. Select **Upload** to upload documents. Select **Scan** to scan in documents

⦿ **Scan**

Add Documents

Document Folder: *	Core Document
Document Name: *	Promotion Orders / PFR
MEPS ID: *	SELECT... ▾

5. RSP Warrior's Pre-Ship Packet Review Checklist

Record Detail: Upload Documents

Complete the following required information. Select **Upload** to upload documents. Select **Scan** to scan in documents

⦿ Scan

Add Documents

Document Folder: *	DEP
Document Name: *	Hometown Shipper Checklist
MEPS ID: *	SELECT... ▾

6. OPAT Scorecard

Record Detail: Upload Documents

Complete the following required information. Select **Upload** to upload documents. Select **Scan** to scan in documents

◉ Scan

Add Documents	
Document Folder: *	Core Admin
Document Name: *	Occupational Physical Assessment Test (OPAT)
MEPS ID: *	SELECT... ▾

7. COVID-19 Attestation (SF507) - Pre-Ship Inspection

Record Detail: Upload Documents

Complete the following required information. Select **Upload** to upload documents. Select **Scan** to scan in documents

◉ Scan

Add Documents	
Document Folder: *	Medical
Document Name: *	COVID-19 Attestation
MEPS ID: *	▾

8. SF600

Record Detail: Upload Documents

Complete the following required information. Select **Upload** to upload documents. Select **Scan** to scan in documents

◉ Scan

Add Documents

Document Folder: *	Medical
Document Name: *	SF 600
MEPS ID: *	⌄

9. DD 1966 Page 3 Only (RECERTIFICATION)

Record Detail: Upload Documents

Complete the following required information. Select **Upload** to upload documents. Select **Scan** to scan in documents

◉ Scan

Add Documents

Document Folder: *	Core Admin
Document Name: *	DD 1966 Page 3 Only
MEPS ID: *	⌄

Glossary

**Section I
Abbreviations**

ACFT
Army Combat Fitness Test

AD
Army Directive

ADT
Active Duty for Training

AGR
Active Guard Reserve

AIT
Advanced Individual Training

AKO
Army Knowledge Online

APFT
Army Physical Fitness Test

AR
Army Regulation

ARISS
Army Recruiting Information Support System

ASVAB
Armed Services Vocational Aptitude Battery

ATRRS
Army Training Requirements and Resource System

AWOL
Absent Without Leave

BAC
Blood Alcohol Content

BAH
Basic Allowance for Housing

BCT
Basic Combat Training

CDR
Commander

DA
Department of the Army

DA PAM
Department of the Army Pamphlet

DEERS
Defense Eligibility Enrollment Reporting System

DEP
Delayed Entry Program

DJMS
Defense Joint Military Pay System

DPRO
Director's Personnel Readiness Overview

DTMS
Digital Training Management System

ELS
Entry Level Separation; Entry Level Status

EPS
Enlisted Promotion Management

ETS
Expiration Term of Service

FTNGD
Full-time National Guard Duty

FM
Field Manual

FTS
Full Time Support

FTUS
Full-time Unit Support

FY
Fiscal Year

GC
Guidance Counselor

GCRZ
Guidance Counselor Recruiter Zone

GKO
Guard Knowledge Online

GNPS
Glossary Non-Prior Service

HQDA
Headquarters, Department of the Army

IADT
Initial Active Duty for Training

IDT
Inactive Duty Training

IET
Initial Entry Training

IETRM
Initial Entry Training Resource Manager

ING
Inactive Army National Guard

iPERMS
Interactive Personnel Records Management System

IPPS-A
Integrated Personnel and Pay System-Army

DISS
Defense Information Security System

LDRSHIP
Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage

LNO
Liaison Officer (Refers to Officer and Enlisted)

MEPCOM
Military Entrance Processing Command

MOS
Military Occupational Specialty

MOSQ
Military Occupational Specialty Qualified

NACLC
National Agency Check with Law and Credit

NCO
Noncommissioned Officer

NGB
National Guard Bureau

NGPEC
National Guard Professional Education Center

NGR
National Guard Regulation

NPS
Non-Prior Service

PFA
Physical Fitness Assessment

PPOM
Personnel Policy Operational Memorandum

PPR
Processing Procedure Review

PS
Prior Service

RA
Regular Army

RC
Reserve Components

RENO
Renegotiate Training Seat

REQUEST
Recruit Quota System

RFP
Recruit Force Pool

RI
Recruiter Irregularity

RRAC
Regional Recruiting Area Command

RRB
Recruiting and Retention Battalion

RRC
Recruiting and Retention Commander

RRNCO
Recruiting and Retention Noncommissioned Officer

RSP
Recruit Sustainment Program

SMOM
Strength Maintenance Operational Messages

SMT
Strength Maintenance Tool

SMTC
Strength Maintenance Training Center

SOP
Standard Operating Procedures

SRIP
Selected Reserve Incentive Program

STRM
Soldier Training Readiness Module

SUTA
Split Unit Training Assembly

TDA
Table of Distribution and Allowances

TIS
Time in Service

TPL
Training Pipeline Loss

TPMT
Training Pipeline Management Team

TR
TRADOC Regulation

TRADOC
Training and Doctrine Command

UIC
Unit Identification Code

USC or U.S.C.
United States Code

Section II
Terms

Active Army
    a. The Active Army consists of:
        (1) Regular Army Soldiers on active duty.
        (2) Army National Guard of the United States and Army Reserve Soldiers on active duty (except as excluded below).
        (3) Army National Guard Soldiers in the service of the United States pursuant to a call.
        (4) All persons appointed, enlisted, or inducted into the Army without component.
    b. Excluded are Soldiers serving on:

(1) Active duty for training (ADT)
(2) Active Guard Reserve (AGR) status
(3) Active Duty Operational Support (ADOS) for 180 days or less.
(4) Active duty pursuant to the call of the President (10 USC 12304).

Active duty
Full-time duty in the active military service of the United States. As used in this regulation, this term applies to all Army National Guard of the United States Soldiers ordered to duty under Title 10, U.S. Code, other than for training. It does not include AGR personnel in a full-time National Guard duty status under Title 32, U. S. Code.

Active Guard Reserve (AGR)
ARNGUS personnel serving on Active Duty (AD) under Title 10, U.S. Code, Section 12301(d) and ARNG personnel serving on full time National Guard duty (FTNGD) under Title 32, U.S. Code, Section 502(f). These personnel are on FTNGD or AD (other than for training) for 180 days or more for the purpose of organizing, administering, recruiting, instructing, or training the Reserve Components and are paid from National Guard Personnel appropriations. Exceptions are personnel ordered to AD as:
    a. General officers.
    b. United States Property and Fiscal Officers under 32 USC 708.
    c. Members assigned or detailed to the Selective Service System serving under the Military Selective Service Act, (50 USC App 460(b)(2)).
    d. Members of the Reserve Forces Policy Board serving under 10 USC 10301.
    e. Members of Reserve Components on active duty to pursue special work (10 USC 115(d) and 10 USC 641(1) (D)).

Active status
The status of an Army National Guard of the United States (ARNGUS) Soldier, who is not in the inactive Army National Guard, in the Standby Reserve (Inactive List), or in the Retired Reserve.

Active service
Service on active duty or full-time National Guard duty.

Adjutant General
This term refers to the Adjutant General or Commanding General of all of the 54 authorized National Guard organizations existing in the States and Commonwealths, Puerto Rico, the Virgin Islands, Guam, and the District of Columbia.

Administrative separation
Discharge or release from expiration of enlistment or required period of service, or before, as prescribed by the Department of the Army (DA) or by law. Separation by sentence of a general or special court-martial is not an administrative separation.

Administrative separation board
A board of officers, or officers and NCOs, appointed to make findings and to recommend retention in or separation from the service. The board states the reason and recommends the type of separation or discharge certificate to be furnished.

Army National Guard (ARNG)
That part of the organized militia of the several States and Territories, Puerto Rico, and the District of Columbia, active and inactive, that:
    a. Is a land force;
    b. Is trained, and has its officers appointed, under the sixteenth clause of section 8, article I, of the Constitution;
    c. Is organized, armed, and equipped wholly or partly at Federal expense; and
    d. Is federally recognized.

Army National Guard of the United States (ARNGUS)
The reserve component of the Army all of whose members are members of the Army National Guard. The ARNGUS consists of:
    a. Federally recognized units and organizations of the Army National Guard; and
    b. Members of the Army National Guard who are also Reserves of the Army.

Basic Active Service Date
Date of entry into Initial Entry Training

Bar to reenlistment, immediate reenlistment or extension of enlistment or reenlistment.
The intent of a bar is to deny continued service and future entrance into the ARNGUS. A bar is a procedure to deny reenlistment, immediate reenlistment or extension of enlistment or reenlistment to Soldiers who would otherwise be eligible but whose continuation of service beyond ETS, without improvement, is not in the best interests of the ARNGUS.

Basic Combat Training
Initial entry training which provides non-prior service personnel instruction in basic skills common to all Soldiers and precedes advanced individual training (AIT).

Career Progression MOS (CPMOS)
Indicates to Soldiers and leaders the channel in which they should expand professional development efforts and seek assignments. See paragraph 2-7 for additional guidance.

Character of service for administrative separation
A determination reflecting a Soldier's military behavior and performance of duty during a specific period of service. The three characters are Honorable; General (Under Honorable Conditions); and under Other Than Honorable Conditions. The service of Soldiers in entry level status is normally described as uncharacterized.

Commuting distance
The greatest distance a Soldier may be expected to travel daily from home to the duty station. Departure must be a reasonable hour on the reporting date with arrival during the hours specified in the orders.

Contractually obligated Soldier
A Soldier who has completed their statutory service obligation and is serving on a contractual obligation or a Soldier enlisted or appointed under circumstances in which a statutory obligation was not incurred.

Contractual term of service
The military service obligation incurred by completion of the oath of enlistment on an enlistment or reenlistment agreement. Contractual and statutory service may run concurrently. The Selected Reserve contractual term of service is that portion of a military service obligation that is to be served in a unit of the Selected Reserve. Example: The 6X2 enlistment option requires that 6 years be served in a unit of the Selected Reserve and the remaining two years be served in the Individual Ready Reserve (IRR).

Convening authority
Can be defined as any of the following:
    a. The separation authority.
    b. A commanding officer who is authorized by this regulation to process the case, except for final action, and who otherwise has the qualifications to act as a separation authority.
    c. The promotion authority as defined in paragraph 6-2.

Delayed Entry Program (DEP)
A program where Soldiers may enlist and who are assigned to USAR Control Group (Delayed Entry) until they enlist in the Regular Army.

Discharge
Complete severance from all military status gained by the enlistment concerned.

Entry level status
    a. Upon enlistment, a Soldier qualifies for entry level status during:
        (1) The first 180 days of continuous active military service; or
        (2) The first 180 days of continuous active service after a service break of more than 92 days of active service.
    b. A member of a Reserve component who is not on active duty or who is serving under a call or order to active duty for 180 days or less begins entry level status upon enlistment in a Reserve component. Entry level status for such a member of a Reserve component terminates as follows:
        (1) 180 days after beginning training if the Soldier is ordered to ADT for one continuous period of 180 days or more; or

(2) 90 days after the beginning of the second period of ADT if the Soldier is ordered to ADT under a program that splits the training into two or more separate periods of active duty.

   c. For the purposes of characterization of service, the Soldier's status is determined by the date of notification as to the initiation of separation proceedings.

Expiration of service obligation
The scheduled date on which an individual's statutory or contractual (whichever is later) military service obligation will end.

Expiration term of service (ETS)
The scheduled date on which an individual's statutory or contractual (whichever is later) term of military service will end.

Extensions
The continuation of active ARNGUS service with the ARNG of the same State, Territory, or Commonwealth consummated by subscription to the oath of extension. This definition may be used with the term immediate reenlistment.

Family Separation Allowance
A service member with dependents who serves an unaccompanied tour of duty may be entitled to a family separation allowance (FSA) of $250 per month. FSA accrues from the day of departure from the home station and ends the day prior to arrival at the home station.

Full-Time National Guard Duty (FTNGD)
Training or other duty, other than inactive duty, performed by a member of the Army National Guard of the United States or the Air National Guard of the United States in the member's status as a member of the National Guard of a State / Commonwealth, Puerto Rico, the Virgin Islands, Guam, or the District of Columbia under section 316, 502, 503, 504, or 505 of Title 32, U.S. Code, for which the member is entitled to pay from the United States or for which the member has waived pay from the United States.

Full-Time Support (FTS) Program
This program encompasses personnel assigned as a full-time basis for the purposes of organizing, administering, recruiting, instructing, or training the ARNGUS. These personnel include civilian personnel, members of the Active Army, and personnel serving on Active Guard Reserve status. The Active Guard Reserve Program is a component of the Full-Time Support Program (AR 135–18).

Initial Entry Training (IET)
A term used to identify mandatory training each Soldier must complete upon initial entry in the service to qualify in a military specialty and which is required by law for deployability on land outside the continental limits of the United States per 10 USC 671. The term encompasses the completion of Basic Combat Training and specialty

qualification while serving on active duty or active duty for training. This includes completion of initial active duty for training (IADT).

Lautenberg Amendment
Lautenberg Amendment to the Gun Control Act of 1968 (as defined in HQDA Message on Final Implementation of the Lautenberg Amendment to the Gun Control Act of 1968, 161400Z OCT 03)

Military record
A Soldier's overall performances while a member of a military service, including personal conduct and performance of duty (chapter 6).

Multiple Unit Training Assembly (MUTA)
Two or more UTAs conducted consecutively (AR 135–91).

Non-prior service (NPS)
This term is used to identify an applicant who, at the time of enlistment or appointment in the U.S. Army Reserve, has never previously served creditably in a Regular or Reserve component, or without a component, as a member of an armed force of the United States.

Notification procedure
The initiation of an administrative separation process in which the respondent is notified in writing of the proposed separation, the bases thereof, the results of separation, and their rights. This term is commonly used when the respondent does not have a right to a hearing before a board of officers (See chapter 6).

Prior services (PS)
This term is used to identify a Soldier whom, at the time he or she is accessed to the ARNGUS by enlistment, appointment, or by operation of law has previously served 1 or more days of creditable service in a Regular or Reserve component, or without a component, as a member of an armed force of the United States.

NOTE: Soldiers classified as Glossary Non-prior Service for the purpose of enlistment in a Regular or Reserve component should be identified, processed, and administered as having previous military service on enlistment in the ARNGUS.

Professional development
A function of individual training education and experience to sustain a combat ready force.

Reasonable commuting distance
The maximum distance a member of a Reserve component may be required to travel involuntarily between residence and IDT site. That distance may be in the following:
    a. A 100–mile radius of the IDT site or a distance that may be traveled by automobile under average conditions of traffic, weather, and roads in three hours. That applies only

to those units that normally do four IDT sessions on two consecutive days and where Government meals and quarters are provided at the unit IDT site.

b. A 50-mile radius of the IDT site or a distance that may be traveled by an automobile under average conditions of traffic, weather, and roads in a 1 ½ hour period, where Government meals and quarters are not provided at the unit IDT site.

Reserve Components of the Army
The Army National Guard of the United States (ARNGUS) and the United States Army Reserve (USAR).

Reserve of the Army
Enlisted members of the ARNGUS and the USAR (AR 135–178).

Satisfactory participation
A level of performance where a Soldier avoids incurring the condition of unsatisfactory participation as defined in AR 135-91.

Separation
An all-inclusive term which is applied to personnel actions resulting from release from active duty, discharge, retirement, dropped from the rolls, release from military control of personnel without a military status, death, or discharge from the Army National Guard of the United States with concurrent transfer to the Individual Ready, Standby, or Retired Reserve. Reassignments between the various categories of the U.S. Army Reserve (Selected, Ready, Standby, or Retired) are not considered as separations.

Separation authority
An official authorized by the Secretary of the Army, or their designated official, to take final action with respect to a specified type of separation.

State
The term "State" in this regulation refers to all governmental entities authorized a National Guard (i.e.: States, Commonwealths, Puerto Rico, Virgin Islands, Guam, and the District of Columbia).

Statutorily obligated member
A Soldier who is serving by reason of law.

Statutory term of service
The military service obligation incurred on initial entry into the Armed Forces under 10 USC 651.

Summer Surge
Typically between May and August. Shipping Soldiers during these months is no different than other months with the exception of the numbers of Soldiers.

Temporary tours of active duty
A term applied to active duty operational support (ADOS) when the tour of duty is paid from military personnel appropriations (MPA) and the purpose of the tour is to support an Active Army mission.

Time in Service
BASD will be used to determine TIS. Date of entry on IET will be used for USAR. For ARNGUS, use BASD or date or original entry on initial entry training (IET) to determine TIS for advancement to PV2 and higher grades for NPS Soldiers. This affects general eligibility for Soldiers advanced as outlined in the Accession Options Criteria, Chapter 2. Soldiers advanced after enlistment, but prior to IET, will use the BASD to compute the TIS requirements for the next advancement.

Unit Training Assembly (UTA)
An authorized and scheduled training assembly of at least 4 hours (AR 135–91).

Unit vacancy
A position authorized by paragraph and line number of a TOE or TDA that is unoccupied.

Unsatisfactory participant
A member of the Selected or individual Ready Reserve who fails to participate as outlined in AR 135-91.