



NATIONAL GUARD BUREAU
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ARNG-HRH (RN 601)

16 July 2024

MEMORANDUM FOR The Military Personnel Management Officers of all States, Territories, and the District of Columbia

SUBJECT: Announcement of the FY 25 Army National Guard (ARNG) Accession Options Criteria (PPOM 24-017)

1. References. See Appendix A.
2. This memorandum announces the FY 25 Army National Guard (ARNG) Accession Options Criteria (AOC) effective 01 July 2024. This policy is effective immediately and remains valid until officially rescinded or superseded by this office. This document is maintained electronically on the [ARNG Personnel Policy Division MILSUITE site](#). This policy supersedes the FY 24 ARNG AOC (PPOM 23-053) and subsumes Processing Guidance for the Future Soldier Preparatory Course (SMOM 24-011), Further DoA to Approved Waivers to Army Enlistment Age Policy (SMOM 24-014), and Automated Unit Vacancy System (AUVS) Guidance (SMOM 23-007).
3. The proponent of this policy is the ARNG Personnel Policy Branch (ARNG-HRH), which will review and issue updated editions as needed. ARNG-HRR is responsible for the management and utilization of this policy.
4. Point of contact for this memorandum is Mr. Scott A. Spencer, Chief, Recruiting Operations Branch (ROB), at email scott.a.spencer7.civ@army.mil or phone (703) 607-2998.

Encl

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Chief, Personnel Policy Division

PPOM 24-017

FY 25 ARNG Accession Options Criteria



**National Guard Bureau
Arlington, Virginia
16 July 2024**

SUMMARY of CHANGE

PPOM 23-053 ARNG Accessions Option Criteria effective 11 December 2023 is rescinded and replaced by PPOM 24-017, FY 25 ARNG Accession Options Criteria, dated 15 July 2024 with the following changes:

- 2-2c. (4). Added Leader First Guidance for clarification on how to request unit validation.
- 2-6h. Added the use of Numident.
- 2-7. Updated the Tier Evaluation and added table 2-1.
- 2-7. Removed the requirement to be 17 years of age or older to enlist Tier II.
- 2-7a. (5). Authorizes YCP attendees to enlist as 11X if the school is evaluated as a Tier I credential.
- 2-8f. Added the requirement for applicant to obtain a driver's license 60 days prior to shipping to IADT.
- 2-8c. Removed the old Table 2-1
- 2-8d. (2). Clarification on MOS that can be considered for color vision overrides.
- 2-8f. Added the requirement for applicant to have a valid driver's license IAW DA 611-21.
- 2-16. Clarified GNPS applicants will enlist under requirements of para 3-14.
- 3-1. Removed the requirement for DoDI physical on all prior service utilizing DD368.
- 3-2 b. Field enlistment and non-MEPS processing procedures changed to require approval from the ROB.
- 3-2c. Added requirement for a valid AUVS control number to be secured prior to projection.
- 3-4. Removed for LPR guidance see para 5-53.
- 3-7. Authorizes the use of DMPM approved waivers.
- 3-7. Authorizes other services the ability to utilize PHA approved by state surgeon.
- 3-17c. Updated the enlisted ranks based on PPOM 24-014.
- 3-19. Updated the DD368 processing through IPPS-A, removed the workflow requirement for IRR enlistments.
- Updated Table 4-1.
- Table 4-3. Added continuation to Table 4-3 for operations level suitability reviews.
- 4-4. Added clarification that DAT Positive waivers cannot delegate below TAG
- 4-4e. Added closed category waiver process.
- 4-6. Changed to Medical waiver timelines.
- 4-7. Added the HRR Form 111 ROC ETP Request form.
- 4-10. Removed the waiver tracker.
- 4-11. Removed the waiver tracker and added clarification on Age ETP delegation to TAG.
- 4-12. Clarified TAG level waiver authority for tattoo ETP with no delegation authorized.
- 4-13. Added requirement for PS BCT ETP notification of intent to submit.
- 4-15. Clarified that DAT waiver for anything other than THC are not authorized.
- 4-18. Clarified that the prior service suitability review needs to be completed prior to any processing.
- 4-20a. Removed guidance that was conflicting to the intent of the retain procedure.
- 5-59. Changed the NGB Form 900 to the HRR Form 900 and the requirement for

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transcripts to be submitted with the HRR Form 900.

- 5-60. Changed the NGB Form 901 to the HRR Form 901.
- 5-60. Removed the ability for STO Warriors to RENO.
- 5-60. Added a requirement for STO applicants to hold a primary vacancy.
- 5-60d(2)(c). Clarified the process for direct ship and MEPS shipping document validation.
- 6-4b. Added a requirement for waiver workflows to be completed prior to projecting an applicant to MEPS
- 6-8. Added the requirement for 3 MOS' to be listed in the Remarks Review section of the SF86.
- Table 7-1. Compressed CASP table, see DA PAM 611-21 for CASP guidance and requirements.
- Chapter 8. Changed the name to Initial Entry Training Post-shipment actions.
- 8-3n-m. Added guidance for the RENO process for 09R, 09C, and 09M.
- 8-5. Renamed to cover all reclassifications.
- Figure 8-1. Training opportunity matrix removed.
- 9-1e(8). Added the requirement for a security interview.
- 9-4 a(7). Restricted high school seniors from SMP, unless awarded minutemen nomination or scholarship prior to enlistment.
- Appendix I. Removed redundant information that is in PPOM 18-015 and AR 600-85.
- Appendix L-3. Added authorization to complete non-MEPS processing during MEPS closure, provided ROC assistance is not required.
- Appendix M-6. Updated "20"/2.
- Appendix P. Added guidance for the Future Soldier Preparatory Course.
- Section II Terms. Added more clarification on the definition of GNPS.

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Chapter 1

Introduction

1-1. Purpose

This policy prescribes eligibility criteria governing all accessions into the Army National Guard and processing procures for enlistment, warrant officer, and officer accessions. It provides policies and procedures to process applicants for enlistment in the ARNG using specific options. This policy is not a supplement; it is used in conjunction with AR 601-210 and is formatted so chapters (with exception to chapters 4, 5, 8, and 9) coincide with AR 601-210. See AR 601-210 for chapters or paragraphs not listed in this policy.

1-2. References

See Appendix A.

1-3. Explanation of abbreviations and terms

See Glossary.

Chapter 2

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

2-1. Source documents

a. The original source documents are not required on the day of processing or shipping. Source documents will be verified by the Section Chief during the NCOIC QC Checkpoint. The exception to this paragraph is that applicants are required to hand carry a valid photo ID the day of processing.

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

b. A U.S. Passport issued for 5 or more years (expired or current) can be used to verify Place of Birth (POB), Date of Birth (DOB), U.S. Citizenship, and as a photo ID. The U.S. Passport alleviates the need for a birth certificate.

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

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

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

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

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

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

b. Religious accommodation (RA) requests will be processed IAW current ARNG personnel policy, which is found in the [ARNG Personnel Policy Division \(ARNG-HRH\) MILSUITE](#) site. Applicants must be informed of the policy surrounding their specific request and may begin processing request prior to signing any accession documentation. The applicant may wait for the decision prior to accessing to ensure approval and exercise of their RA during IADT; however, if they wish to begin service pending approval of their request, they will adhere to existing standards while waiting on decision. Pre-accession requests must be processed within 30-days from initiation; requests are not required to include all levels of intermediate Commanders allowing for an expedited process.

c. Leaders First. Only assign Reserve Component (RC) female enlisted Soldiers to maneuver units that have met the Leaders First conditions. Leaders First for the RC is a program to ensure junior enlisted female Soldiers are only assigned to infantry and armor units where a minimum of one female leader (officer or NCO) in any career field are assigned 30 days prior to accession. For this program, an NCO leader is defined as an E-5 (SGT) and above.

(1) For Leaders First guidance and current policies, review [MilSuite](#). Prior to projecting applicants to MEPS for accession, all requirements mentioned in PPOM 20-022 (Updated Army National Guard Full Gender Integration Implementation and Risk Management Plan for the Assignment of Female Soldiers) dated 21 June 2020, must be completed, and verified through the designated official within the Recruiting and Retention Operations section.

(2) Leaders First compliance is the assignment of one female leader, either an officer or NCO, at a company level in any career field for 30-60 days and the assignment of a female junior enlisted, E-4 or below, Infantry or Armor Soldier for a minimum of 12 months. ARNG battalions with a validated Leaders First (subordinate) company may request a release from the Leaders First requirement. The unit's major command, with concurrence from The Adjutant General (TAG) responsible for the unit may recommend to the Director of the Army National Guard (DARNG) relief from the requirement to access junior female Soldiers at the needs of the State, Territory, or District of Columbia. This recommendation must be accompanied by command climate survey results for both the Leaders First company and the requesting battalion. The DARNG may remove the unit from the requirements of Leaders First based on documented successful female skill level 10 Soldiers integration and TAG recommendation.

(3) All Leaders First accessions, MEPS GCs will request assistance from the REQUEST Operations Center (ROC) for verification and eligibility.

2-3. Age

Applicant is eligible for enlistment if applicant is at least 17 years of age and has not passed their 35th birthday. Applicants who are 17 years of age (have not reached their 18th birthday) require parental or guardian consent for enlistment. Exceptions to this policy are outlined in chapter 4.

2-4. Citizenship

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

- (1) U.S. Passport (can be expired if it was issued for 5 years).
- (2) FS Form 240 (Consular Report of Birth Abroad of U.S. Citizenship).
- (3) FS Form 545 (Certification of Birth Abroad of U.S. Citizen).
- (4) INS or USCIS (U.S. Citizenship and Immigration Services) Form N 550/551/570 (Naturalization Certificate).
- (5) INS or USCIS Form N-560/561 (Citizenship Certificate).

b. Lawful Permanent Resident (LPR). The USCIS Form I-551 must be valid for more than 6 months from the ship date (phase II ship-date if applicable). See chapter 5, para 5-53 for Processing Requirements for Lawful Permanent Residents (LPR).

(1) USCIS Form I-797 or online receipt, showing that the permanent resident status has been renewed or extended, and a period of extension, is valid for enlistment. The receipt must extend the validity of the USCIS I-551 card for 6 months beyond the ship date to Initial Active-Duty Training (IADT).

(2) Any applicant with an USCIS I-551 that will expire within 1 year after enlistment date requires a citizenship suitability approved by ARNG-HRR-O-ASO (Accession Suitability Office) prior to enlistment. Use of an over-stamped foreign passport with a USCIS stamp showing that it is considered as an I-551 card for 1 year is authorized.

(3) Applicants with a Conditional I-551 card (cards that expire 2 years from the issued date) require an approved citizenship exception from the ARNG-HRR-O-ASO to enlist. Applicants will be allowed to ship if the I-551 card extension will not expire within 6 months of the ship date. For I-551 MEPS GC processing see chapter 5, paragraph 5-53.

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

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

e. Applicants born in American Samoa, Federated States of Micronesia, Palau, Republic of the Marshall Islands, and the Commonwealth of the Northern Mariana Islands that are not naturalized U.S. Citizens are not authorized to enlist for a Military Occupation Specialty (MOS) that requires a clearance. Recruiting personnel will select "Non-U.S. Citizen Foreign Nationals" in the applicant's profile and place in the comments block as stated as below.

(1) Applicants born in the Federated States of Micronesia, Palau and the Republic of the Marshall Islands are not US Citizen at Birth and do not have the additional documents needed to complete section 9-4.

(2) Status of Citizens of the Freely Associated States of the Federated States of Micronesia, Palau, and the Republic of the Marshall Islands | USCIS.

(a) Applicant is not a US Citizen or US National.

(b) Applicant does not have an Alien Registration Number (I-551 or I-766), or another document listed (I94, U.S. Visa (red foil number), I-20, DS-2019).

(c) Applicant is citizen of a Compact of Free Association (COFA) Act of 1985 (Public Law

99-239) country.

2-5. Name

The source document for an individual's name is the Social Security verification. Enlistee's complete last name (including compound name, if applicable), full first name, full middle name, and any suffix such as Jr., Sr., III will be used as their legal name for enlistment. If the SS Verification document has abbreviated name by initial, enter the full given name as the enlistment name. Applicants with no middle name will enter NMN in RZ and on Live Scan. Under no circumstances will "NMN" be entered onto the DD Form 4 and/or 1966 series as part of the applicant's enlistment name.

2-6. Social security number

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

- a. Social security card issued by the Social Security Administration (SSA). Issued card must be original and legible. Laminated cards are valid.
- b. DD Form 214/215.
- c. NGB Form 22.
- d. Reenlistment Eligibility Data Display (REDD) Report.
- e. IRS Form W-2 with full SSN.
- f. Social security number stub.
- g. Social security number identification printout (SSNAP) must be provided by SSA.
- h. Numident.
- i. An approved 'Enlist/DEP Missing Document' exception workflow is required to enlist when using a completed SS-5 (Application for Social Security Card). SS-5 must be signed by the applicant and include receipt from Social Security Administration official, indicating the application for a replacement has been received.

2-7. Education

The Army National Guard, in coordination with USAREC Education Specialists, will verify the education credentials of covered graduate applicants as needed with authorized State education verification personnel. This is to ensure the school concerned is legally operating, or the program of secondary education complies with the education laws of the State the person resides. In addition to this verification, authorized ARNG personnel will conduct individual tier evaluations of official transcripts, as outlined in USAREC Regulation 601-210, paragraph 16-1 and using USAREC Form 601-210.41, (Tier Evaluation Worksheets), for education institutions reflecting the "TE" code in Headquarters Support System/Force Structure and Zip Code Realignment System (FAZR).

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

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

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

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

(4) See Table 2-1 for evaluated Youth Challenge Program (YCP) Tier Evaluation requirements.

(5) Students currently enrolled in a Tier 1 YCP path meeting the following requirements are eligible to enlist, education code 11M.

(a) Tier evaluation verifying the student is on a Tier 1 education path.

(b) Completed HRR 900 and transcripts showing the student is in good standing and the expected YCP graduation date is within 365 days.

(c) Incentives are not authorized for YCP students enlisting prior to holding Tier 1 credential.

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

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

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

(c) Considering all schools and programs, applicants must have successfully completed an attendance based, classroom setting, credit-based education. Foreign education evaluations must have the credential (diploma or certificate) and transcript scanned in RZ/ERM along with the official evaluation document. Foreign education evaluations must be on an official letterhead document from the college, university or company performing the evaluation. Telephonic evaluations for foreign education credentials are not authorized.

1. Foreign Education credentials will be evaluated IAW AR 601-210, 2-7f prior to enlistment. The education credential and transcript are required for each evaluation. The credential, transcript, and official evaluation are required to be scanned in Recruiter Zone (RZ) prior to enlistment.

2. Evaluation letters from American colleges or universities will have an equivalency statement. Example: Evaluating college has reviewed the transcripts belonging to (Applicant name) from (Foreign school name) and find them to be the equivalence of (HS Diploma, XX amount of semester hour credit, bachelor's degree) from an American (High School, Technical School, or college).

3. The USAREC form 601-210.41 is not authorized to be used for foreign education evaluations.

4. Telephonic evaluations are not authorized. Foreign Education evaluations require an official evaluation in writing.

5. All foreign education evaluations require a suitability review approved by the ASO prior to enlistment.

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

1. USAREC Form 601-210.41 must be uploaded in RZ/ERM.

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

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

b. Education Verification.

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

(2) Applicants currently enrolled in college are required to complete HRR Form 901 (College Enrollment Verification) for training seat selection to be adjusted by the ROC.

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

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

(5) Obtain a qualifying transcript as outlined in AR 601-210 para 2-1d. Transcripts used for enlistment must be from an accredited educational institution recognized by the U.S. Department of Education (Accreditation) or by the Council for Higher Education Accreditation ([CHEA](#)).

(6) A certificate of GED (or the HiSET, which is equivalent to the GED certificate) can be used to verify completion of the alternate education program. The HiSET is a valid tier 2 education credential.

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

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

e. The State Waivers Analysts, NCOIC, guidance counselor, education specialist, and equivalent contracted personnel assigned to the ARNG education services personnel are authorized to perform telephonic or email verification for enlistment into the ARNG. The telephonic or email verification must include name of applicant, date of birth, name of school, school address, school phone number, date of graduation, name and title of individual providing verification, and the name and title of individual conducting verification. Verification of education may be obtained from the applicant's principal, registrar, school guidance counselor, or the custodian of records for enlistment.

f. Seniors in an alternative school program who will receive a high school diploma from a Tier 1 school (within FAZR) will be built under the school from which they will receive their diploma. HRR Form 900 will be completed by the high school providing the diploma.

Table 2-1

DoD Ed Code “X” means that the NGYC only offers a GED option.

DoD Ed Code “TE” means that there are multiple options, i.e., GED, high school diploma, so our ESSs will review the “TE” NGYC documents from those campuses to determine the approved DoD Ed Code for applicants who present with a high school diploma.

School	Ed Code in HSS/FAZR	Program	Address	Phone Number
ALASKA MILITARY YOUTH ACADEMY	TE	HSD/GED/Credit Recovery	BLDG 60702 Camp Carroll JBER, AK 99505	907-375-5554
ARKANSAS NATIONAL GUARD YOUTH CHALLENGE PROGRAM	TE	HSD/GED/Credit Recovery	Camp Robinson # 16414 North Little Rock, AR 72199	800-814-8453
SUNBURST YOUTH ACADEMY/ ACCESS AU CL	TE	HSD/GED/Credit Recovery	4022 Saratoga Ave 25 Los Alamitos, CA 90720	562-936-1759
GRIZZLY CHALLENGE CHARTER SCHOOL	TE	HSD/GED/Credit Recovery	721 Mendocino Ave San Luis Obispo, CA 93405	844-633-3301
DISCOVERY CHALLENGE ACADEMY	TE	HSD/Credit Recovery	700 Roth RD French Camp, CA 95231	844-633-3301
CAPITAL GUARDIAN YOUTH CHALLENGE ACADEMY	TE	HSD/GED/Credit Recovery	3201 Oak Hill Drive Laurel, DC 20724	202-730-1579
FLORIDA YOUTH CHALLENGE ACADEMY	TE	HSD/GED/Credit Recovery	5629 State Road 16 W BLDG 3800 Starke, FL 32091	904-414-3922
GEORGIA NATIONAL GUARD YOUTH CHALLENGE ACA-FT EISENHAUER	TE	HSD/GED/Credit Recovery	245 Club Dr Fort Eisenhower, GA 30905	706-823-8000
NATIONAL GUARD YOUTH CHALLENGE ACA-FT STEWART	TE	HSD/GED/Credit Recovery	E 15th St N Fort Stewart, GA 31315	912-876-1715
HAWAII NATIONAL GUARD YOUTH CHALLENGE HILO	X	HiSET	1046 Leilani Street Hilo, HI 96720	808-369-0948
HAWAII NATIONAL GUARD YOUTH CHALLENGE KAPOLEI	TE	HiSET	1787 Shangrila St Kapolei, HI 96707	808-673-7530
IDAHO YOUTH CHALLENGE ACADEMY	TE	GED and Credit Recovery	117 Timberline Drive Pierce, ID 83546	208-464-1253
LINCOLNS CHALLENGE	TE	GED and Credit Recovery	100 N 11th St Springfield, IL 62703	800-851-2166
HOOSIER YOUTH CHALLENGE ACADEMY	TE	HSD/GED/Credit Recovery	10892 Indiana 140 Knightstown, IN 46148	877-860-0003
BLUEGRASS CHALLENGE ACADEMY	N/A	HSD Only	114 Conroy Ave Fort Knox, KY 40121	877-599-6884
APPALACHIAN CHALLENGE ACADEMY	TE	HSD/GED/Credit Recovery	465 Grays Branch Rd Grays Knob, KY 40829	855-596-4927
GILLIS LONG CENTER YOUTH CHALLENGE	X	GED and Credit Recovery (SL)	5445 Point Clair Road Carville, LA 70721	800 -226-7543
CAMP BEAUREGARD YOUTH CHALLENGE	X	GED and Credit Recovery	505 F ST Pineville, LA 71360	800-226-7543
CAMP MINDEN YOUTH CHALLENGE	X	GED and Credit Recovery	200 Louisiana Ave Minden, LA 71055	800-226-7543
MARYLAND FREESTATE CHALLENGE ACADEMY	TE	HSD/GED/Credit Recovery	4230 Beal Road Gunpowder, ME 21010	410-436-3359
MICHIGAN YOUTH CHALLENGE ACADEMY	TE	HSD/GED/Credit Recovery	5500 Armstrong Road, Bldg. 13 Battle Creek, MI 49037	800-372-0523
MISSISSIPPI CHALLENGE ACADEMY	TE	HSD/GED/Credit Recovery	1001 Lee Ave Hattiesburg, MS 39401	601-558-2300

School	Ed Code in HSS/FAZR	Program	Address	Phone Number
MONTANA NATIONAL GUARD YOUTH CHALLENGE PROGRAM	TE	HSD/GED/Credit Recovery	790 E Cornell St Dillon, MT 59725	406-683-7556
TARHEEL CHALLENGE ACADEMY- NEW LONDON (NG)	TE	HSD/GED/Credit Recovery	215 N. Main Street New London, NC 28127	704-961-9662
TARHEEL CHALLENGE ACADEMY SALEMBURG	TE	HSD/GED/Credit Recovery	600 N Main Street Salemburg, NC 28385	910-525-5520
NEW JERSEY NG YOUTH CHALLENGE PROGRAM	N/A	HSD Only	100 Camp Drive Sea Girt, NJ 08750	800-997-5587
NEW MEXICO YOUTH CHALLENGE ACADEMY	X	GED and Credit Recovery	131 Earl Cummings Loop Roswell, NM 88203	505-476-2504
BATTLE BORN YOUTH CHALLENGE ACADEMY	N/A	HSD Only	100 University Ave Carlin, NV 89822	775-522-3825
THUNDERBIRD YOUTH ACADEMY NG YOUTH CHALLENGE	TE	HSD/GED/Credit Recovery	417 S Elliott St Bldg. 304 Pryor, OK 74361	918-824-4850
OREGON CHALLENGE HIGH SCHOOL	TE	HSD/GED/Credit Recovery	23861 Dodds Road Bend, OR 97701	541-317-9623
PR NATIONAL GUARD YOUTH CHALLENGE ACADEMY	TE	HSD Only	Carretera 149 Juana Díaz, PR 00795	787-260-1757
SC YOUTH CHALLENGE ACADEMY	TE	HSD/GED/Credit Recovery	5471 Leesburg Road Bldg. 3892 Eastover, SC 29044	803-299-4872
TEXAS-EAGLE LAKE (EAST)	TE	HSD/GED/Credit Recovery	600 HWY 3013 W Eagle Lake, TX 77434	979-232-1584
COMMONWEALTH CHALLENGE YOUTH ACADEMY	X	GED and Credit Recovery	253 C St Virginia Beach, VA 23451	757-491-5932
WASHINGTON YOUTH ACADEMY	X	Credit Recovery	1207 Carver Street Bremerton, WA 98312	360-473-2602
WI YOUTH CHALLENGE ACADEMY	TE	HSD/GED/Credit Recovery	749 E 12th Ave Fort McCoy, WI 54656	608-265-4605; 608-269-9000
MOUNTAINEER NORTH CHALLENGE ACADEMY	TE	HSD/GED/Credit Recovery	1001 Army Road Kingwood, WV 26537	800-529-7700
MOUNTAINEER SOUTH CHALLENGE ACADEMY	N/A	HSD Only	305 Fayette Pike Montgomery, WV 25136	304-981-0059

2-8. Trainability

a. NPS/GNPS applicants are eligible for enlistment provided they meet the minimum criteria for enlistment as well as MOS specific test requirements. Applicants must be able to sufficiently speak, read, and write using the English language to understand the oath of enlistment and security interview.

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

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

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

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

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

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

(a) Applicants who require an ARNG-HRR/DARNG level conduct waiver are not eligible

for enlistment.

(b) MEPS GC must obtain an override from the ROC, prior to enlisting a CAT-IVA applicant.

(c) CAT IVA applicants will be tracked by the ROC on MS Teams after the state has submitted the required information at: [NGB-ARNG-HRR-MEPS Special Programs](#).

(d) Applicants must enlist into an MOS that meets the need of the organization, is a valid primary vacancy, and ship to IADT within assigned ship window set by the ROC. See current MEPS processing policy for additional requirements. See chapter 9, para 9-5 for FLRI (09C) enlistment option.

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

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

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

(1) Telephonic or electronic overrides up to 5 points for select MOSs are authorized. Points are not authorized to be split between multiple categories.

(2) Aptitude overrides are not authorized in the General Technical (GT) Skilled Technical (ST), or Electronics (EL) areas.

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

d. Color vision override.

(1) These exceptions are processed by MEPS GC to ARNG- HRR-ROC.

(2) CMF 31, 42, and MOSs 12C, 12W, 92G, and 88M will be considered for applicants if they possess red-green color vision.

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

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

(2) Meritorious cases meeting all enlistment qualifications will be forwarded to the ARNG-HRR-O-ASO. For required documentation contact ARNG-HRR-O-ASO.

(3) All proponent exceptions require a valid ASVAB score.

(4) Once the MEPS GC contacts the ASO via workflow, the record will be locked until proponent returns a response to the ETP.

f. Driver's License. Applicants, who are applying for enlistment into a Military Occupational Specialty (MOS) that requires a valid motor vehicle driver's license, must adhere to guidelines provided in DA Pam 611-21, Military Occupational Classification and Structure (Electronic SMARTBOOK), for the requested MOS.

(1) Valid license within the issuing State and will not expire prior to the completion of AIT.

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

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

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

- h. All 12D and 12M Warriors must be shipped to Fort Leonard Wood for BCT.
- i. Drug usage (applies to all 68 CMF excluding 68W). No history of alcoholism, drug addiction, indiscriminate use of habit forming or dangerous drugs, or drug activity. Indiscriminate use is defined below:
 - (1) One time use of marijuana is not considered a disqualification.
 - (2) Use of marijuana within 6 months of processing for enlistment is considered disqualifying.
 - (3) Use of marijuana three times or more is considered disqualifying.
 - (4) Uncertain cases concerning marijuana or other drug use will be forwarded to via workflow. The ARNG-HRR-O-ASO will forward these cases to the proponent for determination.
- j. Additional Screening Requirements. See Appendix D.

2-9. Physical

The Multiple Circle Stereopsis Test (MCST) for Military Occupational Specialty is utilized at the MEPS to conduct depth perception testing based on individual service requirements. Depth perception and ARC Visual Stereoscopic Acuity tests are requirements for MOSs 12Y (Geospatial Engineer), 25V (Combat Documentation/Production Specialist), and 35G (Imagery Analyst). The Armed Forces Vision Test (AFVT) used on the OPTEK 2300 is no longer utilized for depth perception testing.

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

b. RRNCO(s) or MEPS GCs will project the applicant for medical processing and annotate: "MCST required for MOS" in the remarks.

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

- (a) A -D/9.
- (b) A -D/10.
- (c) A -D/11.
- (d) A -D/12.

(2) To ensure each applicant possesses qualifying scores the MEPS GC must review the MEPS Medical Exam Note prior to pulling a reservation or converting a temporary reservation to a permanent reservation. Must contact the ROC to verify passing MCST (via uploaded screen shot "test scores" to ERM) and placement of depth perception override in Web REQUEST (prior to pulling training). The AFVT is no longer authorized for use.

c. The MHS Genesis Medical Exam Note will not be uploaded into ERM/RZ. The Medical Exam note should only be uploaded into MATS for medical review purposes.

2-10. Dependents

Dependent documents are not required for enlistment, but they are required to be uploaded by the RSP prior to shipping the Warrior. Cases regarding dependency waivers, custody, and/or parental consent that are questionable or not clearly identified within AR 601- 210 or this policy must be submitted to the State JAG for clarification and State SOP will determine what documents are required for accession. Upload JAG determination to the "Dependents" documents in the applicant's profile if applicable.

2-11. Conduct and administrative criteria

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

b. If law enforcement agencies will not complete DD Form 369, but will allow recruiting personnel to view the records, the RRNCO will complete and sign the DD Form 369. In so doing, the RRNCO will include a comment to the effect that they have viewed the police records that relate to the alleged offense or offenses. RRNCO will complete the DD Form 369 blocks 14 through 16, state in block 13 name and number of the agency contacted and complete the Law Enforcement Agency block.

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

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

e. Applicants with disqualifications:

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

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

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

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

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

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

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

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

g. Sex offender check. The National Sex Offender Public Website ([NSOPW](#)).

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

Note: A sex offender check remains valid (in the same way the DD369 does) unless the applicant has received a charge (regardless of the type) since the initial check(s) was/were completed. If the applicant has new moral charge(s), they must have a new Sex Offender Search and new DD Form(s) 369 completed.

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

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

(4) Recruiting personnel will access the website at: [NSOPW](#).

(5) Steps to obtain National Sex Offender queries:

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

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

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

(7) If the query results in a state website are not functioning, the RRNCO can complete search on that states official sex offender website or the NCOIC (or higher) can complete DD Form 369 telephonic check with that States Offender Office for where the applicant had lived, worked, or went to school. The DD Form 369 will be labeled "Sexual Offender File Search" and uploaded in RZ. No one will enlist without all the required "sexual offender file" check(s), for all official names held such as maiden (if applicable) and assumed name(s). The first page listed in paragraph (6) above or DD Form 369 labeled "Sexual Offender File Search" is required and must be uploaded in Electronic Records Management (ERM) in the waiver folder under "Sexual Offender File Search". There is no requirement to upload the whole search result.

(8) Anyone registered as a sex offender will not enlist. If there are questionable cases after running all required queries and DD Form(s) 369, the State Waiver Analyst will make the final determination of enlistment eligibility. If the applicant continues to dispute the fact that he/she is not a registered sex offender, forward the review to ARNG-HRR-O-ASO via a suitability workflow.

2-14. Background investigations and vetting requirements

a. See Appendix F for Expedited Screening Protocol (ESP).

b. See Appendix O for Selective Service-who must register.

2-16. Authorized enlistment periods

a. NPS applicants will be enlisted for 8 years. Active participation in an ARNG or USAR unit is service in the Selected Reserve (SELRES). An applicant may elect one of the following options:

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

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

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

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

b. GNPS will enlist under para 3- 14.

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

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

e. Applicants enlisting into a training path requiring 34 or more weeks of Initial Entry Training (IET) must enlist for a minimum of 6 x 2 contractual obligation.

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

Applicants that meet basic enlistment eligibility are authorized an advancement in grade, provided they qualify according to the criteria outlined in AR 601-210.

Chapter 3

Enlistment in the Army National Guard for Prior Service applicants

3-1. General

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

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

a. Incentives.

(1) PS incentives must be processed by V7 qualified MEPS GC that conforms with AR 601- 210 unless otherwise directed by the current Selected Reserve Incentive Program (SRIP) policy in effect. ARNG Incentives are outlined in NGR 600-7 and current SRIP policy.

(2) Applicants must accept a PS incentive that has been awarded through REQUEST utilizing the Guard Incentives Management System (GIMS).

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

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

(5) PS incentives will be executed within current regulatory guidance and any additional requirements directed by ARNG-HRR/DARNG or the current FY SRIP policy.

b. Applicants wishing to finish the enlistment process outside of the MEPS must have approval from the ARNG-HRR-O-ROC NCOIC prior to projection.

c. Valid AUVS control number must be secured prior to projecting to enlist outside MEPS.

d. Prior service applicants who have an approval for RA under AR 670-1 (hijab, beard, turban, and commercial leggings) and the decision memorandum is filed in their AMHHR/iPERMS do not need to submit a new request, as they are permanent accommodations.

3-3. Age

Prior Service applicants 35-years of age or older, after given credit for total prior service, must be eligible for non-regular retired pay by age 60. An individual must meet eligibility criteria outlined in AR 135-180 to qualify for non-regular retired pay. For age ETP see chapter 4.

3-6. Trainability

a. Aptitude scores may be verified using the following documents:

(1) USMEPCOM Form 680 ADP.

(2) U.S. [MRIS Report](#) (Requires CAC Login with PIV authentication certificate).

(3) Armed Forces Clarification Test (AFCT).

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

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

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

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

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

f. PS applicants are authorized line score override.

g. GNPS applicants must meet chapter 2 trainability (including ASVAB test validity period) requirements.

3-7. Physical

a. All PS applicants that require basic combat training (BCT) must obtain a DoDI 6130.03, Vol 1 physical from MEPS.

b. Soldiers that are beyond 12 months of their separation date from RA, ARNG, or USAR must obtain a DoDI physical from MEPS.

c. Soldiers that are current drilling members of a reserve component (excluding IRR) processing on a conditional release or PS Soldiers who are within 12 months of their separation date will submit an exception to ARNG-HRR-O-ASO and be processed as follows:

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

(a) Standard Form 507 / Report of Medical History.

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

(c) DD Form 2808.

(2) If MEPS examination is older than 24 months, present a copy of the Separation History and Physical Examination (SHPE), DD Form 2807-1, DD Form 2808/MEPS Medical Exam Note, or a PHA (DD Form 3024) dated within 12 months from enlistment processing and MEDPROS Individual Medical Readiness (IMR). All separation physicals must have a physical profile (PULHES) to be valid for enlistment processing. Physicals or PHA's from all services not profiled to Army standards must be sent to the receiving State Surgeon's Office to obtain PULHES annotated on a DA Form 7349 or State Surgeon Memorandum.

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

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

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

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

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

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

h. Applicants who have had or currently have a "3" in their profile, or who have a VA disability rating, require a medical review from the state surgeon prior to projecting for enlistment.

3-8. Dependents

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

3-9. Conduct and other administrative criteria

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

3-14. Authorized enlistment periods

a. PS applicants who do not have a SELRES (Active participation in an ARNG or USAR unit with service in the Selected Reserve) obligation and who have:

(1) Remaining MSO and Duty Military Occupational Specialty Qualified (DMOSQ) for the vacancy into which they will enlist, will enlist for remainder of MSO in whole years, with a

minimum of 1 year served in the ARNG SELRES.

(2) No remaining MSO and are DMOSQ for the vacancy into which they will enlist in the ARNG SELRES for a minimum of 1 year.

(3) No remaining MSO and requires BCT or are not DMOSQ for the vacancy into which they will enlist, will enlist in the ARNG SELRES for a minimum of 3 years. Applicants enlisting in CMF 18 are exempt from the 3-year requirement and may enlist in the ARNG SELRES for 1 year.

b. PS applicants who have a SELRES obligation and who have:

(1) 12 months or more remaining contractual obligation will enlist in the ARNG SELRES for the entire balance of their contractual obligation.

(2) Less than 12 months remaining on their current contractual obligation are required to enlist in the ARNG SELRES for a minimum of 1 year.

c. PS applicants discharged prior to completing their original MSO must enlist in the ARNG for a period of whole years equal to or greater than the unfulfilled portion of the original MSO, with not less than 1 year served in the ARNG SELRES (in a drilling status) or any period in whole years beyond that, up to 6 years.

d. PS applicants may serve longer than the minimum requirements outlined above, however may not enlist for a period of more than 6 years.

e. PS applicants who are eligible and who subsequently elect enlistment options, monetary incentives, educational benefits, or any combination of these, will enlist for the periods stipulated by the program which they enter. These incentives are outlined in the current FY SRIP.

f. GNPS applicants with zero days of active-duty service will enlist as outlined in Chapter 2 para 2-16.

g. PS applicants that require BCT and are enlisting into a MOS requiring 24 or more weeks of AIT must enlist for a minimum of a 6-year contractual obligation.

3-17. Enlistment pay grades for Reserve Component enlistment

a. PS applicants may enlist up to the previous grade they held (and were fully qualified for) at the time of last separation or discharge and no higher than the authorized grade of the position, unless higher grade is authorized in AR 601-210. When no vacant positions are available, PS applicants are authorized to enlist in a position two grades below the grade held at the time of last separation or discharge.

b. OCS applicants in grades E-6 and above who are current members of another service (Air Force, Navy, Marine Corps, and Coast Guard) require a grade determination from the State CSM or G-1. These applicants are authorized to attend BCT as the grade approved in the grade determination and be paid at the same grade.

c. PS applicants may enlist in a valid position vacancy in their current grade if there is no projected fill from a valid and current enlisted promotion list. Coordination of this is through the State enlisted promotion manager. PS applicants requesting to enlist in a position projected to be filled from valid and current enlisted promotion list requires approval from State CSM, prior to enlisting. The enlisted promotion manager at the State G-1 must provide a memorandum that authorizes any pay grade above E-6. PS applicants will:

(1) Meet MOS requirements to conform to DA Pam 611-21.

(2) Meet Professional Military Education (PME) requirements IAW AR 600-8-19 and PPOM 24-014.

(a) SSG/E6 must be graduate of BLC.

(b) SFC/E7 must be graduate of ALC.

(c) MSG/E8 must be graduate of MLC.

(d) Personnel officers will determine credit for PME course or submit request for constructive credit as outlined in AR 600-8-19.

(e) PS applicants requesting constructive credit must adhere to guidance outlined in AR 600-8-19. Army policy does not allow PME credit for professional development courses conducted by the Navy, Air Force, or Coast Guard. Exception is ROTC Cadet Summer Training Program as referenced in AR 600-8-19.

(3) Receive prior approval from the State CSM when selected to enlist and fill an E-9, Command Sergeant Major, position.

d. Former officer or warrant officer without prior enlisted service may enlist up to pay grade E-5. Authorized grade of enlistment is based on previous experience and position vacancy availability, determined by State G-1.

e. Former officer or warrant officer with prior enlisted service may be enlisted up to grade E-5, or the grade held prior to commissioning, whichever is higher. Previous enlisted grades held during Officer Candidate or Warrant Officer Candidate School will not be considered.

f. PS applicants separated from service for more than 48 months, who previously held pay grade E-5 or E-6, will have a grade determination waiver approved by the Recruiting and Retention Commander (RRC) to retain the grade E-5 or E-6.

g. PS applicants separated from service for more than 48 months, who previously held pay grade of E-7 through E-9, will have a grade determination waiver approved by TAG to retain the last grade held. Applicants must meet the current PME requirements of AR 600-8-19, paragraph 1-34.

3-18. Basic Combat Training for Prior Service personnel

a. All personnel entering the Army National Guard who have not completed Army Basic Combat Training (BCT), Warrior Transition Course (WTC), U.S. Marine Corps BCT, U.S. Air Force (USAF) Special Operations Forces (SOF) training, U.S. Navy (USN) SOF training, or USAF Security Forces (SF) training, will be required to attend one of these 2 courses (no exceptions to policy permitted):

(1) Basic Combat Training (BCT).

(2) One Station Unit Training (OSUT).

b. PS personnel who completed Army BCT, WTC, USMC BCT, USAF SOF training, USAF SF training, or USN SOF training and have exceeded a 5-year break in service are required to attend Army BCT. See chapter 4-13 for exceptions to this policy.

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

d. Verification and Qualification for PS Personnel. MEPS GC will ensure that PS applicants enlisting for any MOS, option, or assignment that requires security clearance, as outlined in DA PAM 611-21, are interviewed by the security interviewer as outlined in ARNG Strength Maintenance MEPS Processing PPOM.

3-19. Conditional release

The DD Form 368 must be completed for current drilling Reserve Component members who requests enlistment into the ARNG. The DD Form 368 is to obtain a conditional release and complete a discharge from the reserve component to enlist in the ARNG. This is not a transfer action. This form is valid for 1 year from date signed by the unit commander or designated representative, unless the approval authority designates otherwise on section II, block 5. Applicants who fail to enlist remain members of their reserve component.

a. Validity of Conditional Release.

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

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

(3) Unit members must send the DD Form 368 to the member's unit commander (see para 3-19 (i) for routing).

(4) Members of the Retired Reserve must be reassigned to the IRR as outlined AR 140-10, prior to being enlisted in the ARNG. Documents required for request are located on the [HRC Web Site](#).

(5) MEPS GCs will ensure that the accession date is on or prior to the valid until date. If the DD Form 368 has expired, a new PAR must be submitted through IPPS-A.

b. Processing Soldiers moving from USAR Unit (TPU) without a break in service. USAR TPU Soldiers applying for enlistment in the ARNG will adhere to the following:

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

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

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

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

(2) When the RC member is released on a conditional release, the gaining ARNG MEPS GC or State Ops must complete section III of the DD Form 368 and complete the DD Form 4.

(3) The enlistee must provide a completed DD Form 368 and DD Form 4 to their losing unit.

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

(1) Processing PS Soldiers, who are current members of the USAR control group IRR (AT or REINF). State Recruiting Operations (State G1) will submit the DD Form 368 request directly to HRC, per the CG, HRC. The Accession Suitability Office (ASO) will no longer process DD Form 368 from the USAR IRR Control Groups (Reinforcement (REINF) or Annual Training (AT)). State RRB Operations NCO or State G-1 will send an email to usarmy.knox.hrc.mbx.rpmd-ord-enl-non-agr-actions@army.mil with questionable or processing issues with IPPS-A. This change to request for conditional release (DD Form 368) is based on

processing requirements through the Integrated Personnel and Pay System-Army (IPPS-A).

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

- (a) Block 1c. Enter DoD ID or leave blank (Do not enter SSN).
- (b) Block 1d. Enter USAR.
- (c) Block 1e. Enter HRC IRR CON GP.
- (d) Block 1f. Enter 1600 Spearhead Ave., Fort Knox, KY 40122.
- (e) Block 3d. and 3e. Applicant will sign and date.
- (f) Block 4. Self-explanatory.

(3) Discharging DD 214 or NGB 22 and Orders placing Soldier into the IRR are required to be submitted with DD 368.

(4) Once the request has been submitted, allow at least 21 working days for processing.

(5) ARNG-HRR-O-ASO customer service is (502) 684-3245.

e. U.S. Marine Corps (USMC) IRR members must be released from the IRR with the approval of the appropriate approving authority as outlined in MCO 1001R.1L. Submit requests via email with the DD Form 368 and DD 214 attached through the following:

OMB_MCIRSA_368@usmc.mil.

(1) Once the request has been submitted, allow at least 5 days for processing.

(2) MARFORRES customer service is (800) 255-5082.

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

(1) Navy. DD Form 368 may be submitted to Pers-913_dd368@navy.mil.

(2) Questions may be directed to (800) 535-2699. Email ATTN: to HR Assistant

Conditional Release: Pers-913_dd368@navy.mil.

g. The applicant must navigate to the myFSS landing page

<https://myfss.us.af.mil/USAFCommunity/s/> using Microsoft Edge or Google Chrome and select the First-time Non-CAC User Registration icon to begin the registration process. Enter the title of the Knowledge Article "AFR Separations Information" into the Knowledge Article search bar located at the top of the page.

(1) Air National Guard members; Cdr.

(2) Air Force Reserve members; Cdr.

h. Coast Guard (CG) IRR Conditional Release; submit requests via email with the DD Form 368 (with only Section I complete) attached through to HQS-SMB-CGPSC-rpm-3-Query@uscg.mil. MEPS GC must complete Section III, then sent to the State G/J-1 to Process discharge Orders from the IRR and then complete Onboard process to the state.

i. The MEPS GC will submit a suitability workflow for all IRR enlistments, using ARISS, to notify ARNG-HRR-O-ASO when the accession is complete.

j. RRNCOs will NOT make an accession projection until the DD Form 368 has been returned from releasing unit with appropriate signatures.

k. DD Form 368 is not valid for Active-Duty members to the ARNG. Active-Duty members must be discharged.

3-22. Determination of enlistment and assignment eligibility

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

Chapter 4

Enlistment waiver and suitability processing

Section I

General

4-1. Purpose

The ARNG will adhere to waiver requirements as outlined in AR 601-210 and this policy as it pertains to conduct in need of a waiver, administrative, or medical disqualifications, except in cases where the ARNG imposes a more constraining requirement. Additional factors to consider are time since the offense, additional charges, AFQT score, education level, volunteer work, professional and character references, and steady employment; also referred to as the 'whole- person-concept'.

a. Conduct waiver and suitability processing procedures are aimed at identifying and screening applicants who could present disciplinary problems. Misconduct offenses pose serious questions to an applicant's fitness for service, as do an excessive number of minor traffic or non- traffic offenses. Such applicants are likely to become serious disciplinary problems and could divert resources from the performance of military missions. Commanders are charged with the responsibility of recommending waivers for applicants who satisfy the concerns of the receiving commander, have been rehabilitated, are acceptable candidates from a conduct standpoint and who possess a documented meritorious waiver request.

b. Administrative waivers are considered on a case-by- case basis for applicants who have shown growth and significant potential for productive service who are otherwise qualified.

c. Medical waivers are reviewed when a condition is considered disqualifying under the standards established by DoDI 6130.03, Vol 1. The objective is to procure and retain personnel who may be capable of serving despite their medically disqualifying condition.

4-2. Responsibilities

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

b. ARNG-HRR is responsible for processing waivers for meritorious individuals concerning disqualifications outlined in AR 601-210. Questions pertaining to waivers that include regulatory clarification and exceptions to process waivers will be addressed to ARNG- HRR-O-Waiver Analyst.

c. State Waivers Analyst or designated officials in the Recruiting and Retention Battalions within each State are responsible for processing waivers for meritorious individuals for disqualifications listed in AR 601-210 and DoDI 6130.03, Vol 1.

4-3. General rules

a. The waiver packet must be completed using the system of record. Prior to submission of a waiver, the applicant packet must have all required documents on the applicable HRR Form.

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

(2) Passing E-Validation.

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

(4) All source documents uploaded in ERM/RZ.

(5) All supporting documentation loaded in ERM/RZ.

- (a) Police checks and court documents if applicable.
 - (b) DD Form 214, DD Form 215, NGB Form 22, and DD Form 220, as applicable.
 - (c) Memorandum requesting waiver and NGB Form 905 as applicable.
 - (d) All applicants must have a completed HRR Form 369 prior to being scheduled for enlistment. Applicants who do not meet this requirement will require suitability review. See [CrossMatch BioCore](#) for Live Scan procedures.
 - (e) Additional documents may be requested to process waiver requests.
- b. Waivers that require processing from both the State and ARNG-HRR-O will be processed by the State prior to submission to ARNG-HRR-O.
 - c. Waivers which require processing at Director of Military Personnel Management (DMPM), in combination with any lower tier waiver, will be actioned at the lower level prior to submission to DMPM. Applicants who require two separate waivers, both requiring DMPM approval, will have the waivers submitted simultaneously.
 - d. Waivers will be processed electronically using ERM/RZ at both State and NGB level. State Waivers Analysts will utilize ERM/RZ for all waivers.

4-4. Approval authority

- a. RRNCO(s) will not disapprove a waiver request or refuse to forward the request to the approval authority. For enlistment purposes, the DMPM, DARNG, and TAG establishes enlistment waiver authorities.
- b. The DARNG is the approval authority for medical waivers, who delegates this waiver authority to the ARNG Chief Surgeon. The ARNG Chief Surgeon General may further delegate medical waiver authority for medical disqualifications and medical reenlistment code separations to designated individuals within the Offices of the ARNG-CSG and ARNG-HRR.
- c. The Adjutant General may further delegate waiver authority to the rank or position greater than or equal to the State G-1 unless processing to DMPM or DAT positive level waivers. The Recruiting and Retention Section Chief/NCOIC will review the waiver request in ERM/RZ and must either recommend approval or disapproval then forward the workflow. State Waiver Analysts are required to review the individual waiver request, make a recommendation, and forward their recommendation to higher headquarters. Commanders at any level may disapprove conduct and administrative waivers for applicants not meeting the prescribed standards. When a waiver is disapproved below the approval authority, there is no requirement to forward to the approval authority.
- d. The waiver authorities for law violations are displayed in Table 4-1. The classification of law violations, the number of violations which cause the disqualification, whether a request for waiver is authorized, the waiver authority (if authorized), and the applicable reference are depicted in the table.
- e. Closed category waivers may be considered on a case-by-case basis when a meritorious reason for consideration exists. The Secretary of the Army is the approval authority for this Exception to Policy (ETP). TAG will process ETP through ARNG-HRR-O-Waivers for processing through the DARNG to the Director of Military Personnel Management (DMPM).

4-5. Validity period

- a. Unless otherwise noted on the waiver cover sheet, administrative waivers, conduct waivers and exceptions to policy are valid for 180-days from the approval date unless a change in status occurs. Applicants who acquire additional offenses or disqualifications after waiver

approval must submit an additional waiver for reconsideration before enlistment. Applicants who received a waiver for enlistment and were subsequently discharged prior to shipping must process a new waiver prior to enlisting. Applicants who are granted a waiver, and then later disclose concealed offenses prior to enlistment, must have the waiver resubmitted for validity adjudication.

b. Approved Medical waivers (including DMPM) are valid for the duration of the physical examination, not to exceed 24 months from the initial date of exam. If the physical expires the applicant must obtain a new DoDI physical.

c. Disapproved conduct waivers, administrative waivers, or exceptions to policy will not be reconsidered until at least 6 months from the disapproval date. Disapproved medical waivers cannot be resubmitted unless a change in medical status occurs or new supporting documentation is submitted.

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

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

4-6. Medical waiver timelines

All medical waivers will be processed in the order they were received. Medical waivers are processed as quickly as possible based on workload and staffing; any requests for expedited review will not be considered.

Section II

Waiver procedures

4-7. Routing waiver and ETP requests

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

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

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

(1) Applicants requiring four or more TAG level waivers are ineligible for enlistment. Applicants requiring three or more ARNG-HRR/DARNG level waivers (excluding medical) are ineligible for enlistment.

(2) Applicants requiring three or more TAG level waivers combined with two or more ARNG- HRR/DARNG level waivers (excluding medical) are ineligible for enlistment.

(3) Applicants who require two ARNG-HRR/DARNG level waivers and one DMPM level waiver are ineligible for enlistment (excluding medical).

d. Applicants requiring an ARNG-HRR/DARNG medical level waiver will be initiated by the State Waiver Analyst in ERM/RZ. Once the medical waiver workflow is submitted through

ERM/RZ, the State Waiver Analyst will submit the waiver request within MEDCHART.

e. Applicants requiring a ROC ETP will fill out the HRR 111 with their RRNCO and route to State Operations. All supporting documents will be uploaded in ERM. State Operations will upload the completed HRR 111 on the ROC Teams Page to be actioned. Upon approval, the form will be loaded into the applicant's ERM prior to scheduling the applicant for accession. HRR Form 111 is valid for 30 days from the ROC signature date.

4-8. Conduct waiver procedures

a. Waiver requests received at the RRB will be reviewed by State Waivers Analyst for accuracy and completeness prior to forwarding the request to the approving authority.

Applicants who have open or pending charges will not be processed.

b. Utilize the HRR Form 104 and 109 for required documents.

c. RRC will interview all applicants requiring a major misconduct waiver. This requirement may be delegated to the company commander or battalion administrative officer (AO) O-3 or W-2 or above.

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

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

f. AR 601-210, para 4-24 provides instructions for processing PS applicants with law violations that occurred prior to Honorable Service. All other cases must be submitted to ARNG- HRR-O-ASO for review by DA G-1. Charges that are not considered current must be listed on the SF86, but may not require a waiver if:

(1) The PS applicant had charge(s) (listed on original SF86) prior to last period of service and has not received any new violations that would raise the waiver threshold.

(2) Applicant received UCMJ, but no civil court action was taken.

g. All conduct waiver requests are subject to mandatory waiting periods after confinement as outlined by AR 601-210 para 4-31.

4-9. Administrative waiver procedures

a. Waiver requests received at the RRB will be thoroughly reviewed by the Waiver Analyst prior to submitting the waiver to TAG for recommendation. Approval authority may be delegated to State G-1. TAG endorsement memorandums for administrative waivers regarding serious misconduct discharge must be endorsed by the State Adjutant General. No delegations authorized.

b. Dependency waiver document requirements reference HRR Form 110.

c. GNPS/ PS Administrative separation waiver document requirements reference HRR Form 103/108.

d. PS administrative qualifications will be based on the applicant's last periods of service.

e. The applicant's entire record will be considered toward the whole person concept.

f. Any PS applicant enlisting from any Service with an SPD or RE code requiring a waiver may not process until 90 days has elapsed from separation date.

4-10. DMPM waiver procedures

a. Excluding medical waivers, commanders at any level below the determining authority may disapprove waivers for applicants who do not meet prescribed standards and who do not substantiate a meritorious case, (excluding dual waivers where nonmedical waivers are disapproved). Requests for waivers may not be submitted within 6 months of disapproval.

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

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

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

e. Waiver Processing. Waiver submissions that are recommended for approval will be submitted to the DMPM using ETMS2 by the ARNG-HRR-O-Waiver Section NCOIC.

f. All lower tier approved waivers must be included.

g. TAG endorsement memorandums for major misconduct waivers must be endorsed by TAG. No delegation is authorized. See HRR Forms 103/104.

h. Medical Waivers requiring DMPM review per AD 2020-09 Change 2 will be identified in MATS. Once all required documentation has been obtained, reviewed, and is ready for DMPM submission, the state will be required to create a composite PDF of the documentation. The required documents can be found on the HRR Form 908 and each document should be placed into one PDF file in the order listed on the checklist.

4-11 Age exception

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

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

(1) Must have a valid MEPS physical.

(2) Must have a valid ASVAB (AFQT 16-99).

(3) Include applicant statement explaining the reason for not enlisting prior to 35th birthday.

(4) Must meet screening requirements for height and weight standards or BMI.

c. The Waiver Analyst will provide the documents listed on the HRR Form 105 and submit them to ARNG- HRR-O (Waivers NCOIC).

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

(1) Waivers may be granted up to and including age 42 by TAG. This authority may not be further delegated below; Brigadier General (O-7)/Colonel (P) or SES within the State or Territory headquarters element, for Army National Guard.

(2) For all other instances (above age 42 and/or OCS), the Director, Military Personnel Management is the approval authority for age waivers for eligible applicants.

4-12. Exception for tattoos and brandings

a. All applicants will complete an NGB Form 902 that properly annotates each tattoo, tattoo's location on applicant's body, and if they are compliant IAW AR 670-1, para 3-3. If tattoos exist, the NGB Form 902 will be signed by the RRSC or RRC and validated by the MEPS GC. As outlined in AR 670-1 para 3-3, the RRC will make the initial determination regarding tattoo compliance. Applicants who claim to have no tattoos will complete the NGB Form 902, annotate appropriately, and the RRNCO will sign. The NGB Form 902 will be loaded in the applicant's record under tattoo screening form. The MEPS GC must ensure all tattoos are properly annotated prior to accessing the applicant.

b. Applicants who have tattoos on the head and face (except permanent makeup), violate the Army's tattoo policy regarding location, to include inside the eyelids, mouth, and ears.

c. Army policy governing tattoos authorizes applicants to have:

(1) One visible tattoo on each hand (including the palm), not to exceed one inch in measurement in all directions; an unlimited number of tattoos between the fingers if they are not visible when the fingers are closed; and one ring tattoo on each hand.

(2) One tattoo on the back on the neck, not to exceed two inches in measurement in all directions.

(3) One tattoo behind each ear, not to exceed one inch in measurement in all directions, not to extend forward of the ear lobe.

d. PS applicants with previously documented tattoos on the neck or hands, for which the Service Member has a tattoo validation memorandum, may be grandfathered. These requests will be submitted to ARNG-HRR-O-Waiver Section for review. For expedited screening of these requests, the State Waiver Analyst may submit inquiries to the ROB.

e. TAG is the only approval authority for final determinations. Memorandums with alternate signatures, even if signature authority has been delegated, are not authorized.

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

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

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

g. Procedures. Final determinations must be fully documented in writing to include a description of all existing tattoos and locations on the body.

(1) Upload approved determinations into the electronic record under "Tattoo ETP Memorandum" for accessing applicants. This policy is withheld to applicants who score 16 or higher on the ASVAB or are prior service. Required documents for these requests can be found on HRR Form 107.

(2) Initiate a waiver workflow, reason "Tattoo", forward to "Operations, State", and approved at TAG level.

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

(1) Neck. All neck tattoo photos must show the applicant with a clear view of the tattoo in a t-shirt and OCP blouse. Separate photos are required and must capture the full head and neck, be 2 to 4 feet away, and remove hair from blocking the tattoo.

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

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

i. The Soldier or applicant will receive a copy of all documentation. Unless otherwise directed by TAG, these determinations are final.

4-13. Prior Service Basic Combat Training exception

a. Notification of the intent to process a PS BCT ETP will be submitted to the ROC prior to pulling training for a PS applicant.

(1) PS BCT ETP should be submitted for approval prior to leaving the MEPS following enlistment.

(2) Training should be pulled as far out as possible to save the training seat.

(3) Special programs and alternative training programs are not authorized.

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

c. All ETP submissions must be submitted by the State Waivers Analyst or designated official through MS TEAMS, [NGB-ARNG-HRR-MASTER TRAINERS](#).

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

e. The minimum required documents for all submissions are located on the HRR Form 106. All documents must be uploaded as one PDF file.

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

g. These requests may take up to 60 days when submitted from ARNG-HRR to the approval authority. Applicants scheduled to ship within 60 days of submission will be disapproved. All requests will be adjudicated on a memorandum and returned to the requesting official and NGB- ROC for training cancellation if applicable.

h. MEPS GC will:

(1) Applicants who enlist without an approved BCT ETP will be briefed that the minimum enlistment period is three years.

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

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

i. Recruiting and Retention Battalion will:

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

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

(3) Conduct the standard Army Physical Fitness Test/Army Combat Fitness Test.

(4) Assign these Soldiers to the Recruit Sustainment Program (RSP) for tracking purposes

until ETP is granted or Soldier is shipped, completes BCT and the battle-hand-off (RSP Gold Phase) to their unit of assignment is complete.

j. Recruiting and Retention Battalion Operations NCO will initiate the ETP by assembling all the Soldier's documents listed on the HRR Form 106 to ARNG-HRR-O via MS TEAMS.

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

l. Soldiers denied an ETP will attend basic combat training or be processed for discharge (based on current regulation and policy).

4-14. Medical waiver procedures

a. Medical waivers for otherwise qualified applicants, will be submitted with all required documents via the Medical Action Tracking System (MATS).

(1) MATS user access is limited to the positions outlined in MATS [MED-CHART](#).

(2) Exceptions to policy may be considered when supported by the Recruiting and Retention Commander and may be submitted to the nq.ncr.ngb-arng.list.hrr-rob-waivers-mil@army.mil. Refer to current "Medical Action Tracking System (MATS) Access for Physicals and Medical Waivers Policy". Additional MATS guidelines are managed by the Waivers Section and Chief Surgeon's Office.

(3) Service Medical Waiver Review Authority (SMWRA) will document the applicant's PULHES, indicating the physical profile on the waiver determination memorandum. **This memorandum is not for distribution to the applicant.**

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

b. Medical Waiver Processing.

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

(2) All medical waivers require all documents listed on the HRR 907.

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

a. Any applicant who was or is confirmed positive for the presence of drugs or alcohol at time of original physical examination is not eligible for enlistment.

b. PS and GNPS applicants who test positive for the presence of drugs or alcohol at MEPS will not be considered for a waiver. See AR 601-210.

c. If an applicant's first test is positive, they must wait 90 days from the receipt of positive results before returning to MEPS for retest.

(1) If applicant's second test is negative, a TAG level DAT waiver may be requested.

(2) If applicant's second test is positive, the applicant is permanently disqualified and no waivers or exceptions to policy will be considered.

(3) A waiver is not permitted for applicants who have tested positive for any drug other than marijuana (including synthetics).

d. Enlistees who are confirmed positive for the presence of any drugs or alcohol at time of physical examination at MEPS will be processed for separation as outlined in AR 135- 178.

e. All applicants who test positive will be required to have police record checks accomplished as part of the waiver process regardless of any admission or record of civil offenses. Police record checks and live scan results are required for all DAT waivers, checks will be obtained as stated in AR 601-210, and new police record checks are required to be obtained as stated in AR 601-210.

4-16. Counseling of applicants

a. To prevent frustration and confusion on the part of both the RRNCO and the applicant, care should be taken in counseling applicants on waivers.

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

4-17. Extremist affiliation

Use the procedures below to determine eligibility when suspected affiliation is reported, by visual sighting or annotation on any enlistment document, through tattoos, behavior, verbal or written communication, appearance, or gestures that an individual is or may be involved with an extremist organization, group, or gang. Enlistment documents include, but are not limited to, police reports, court documents, or school incidents.

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

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

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

(1) Extremist or Affiliation Suitability Review: When submitting Suitability Review, a RRC memorandum and recommendation must include details that address when the extremist/hate/gang affiliation took place, what organization the applicant was affiliated with, evidence or proof that they are no longer affiliated, and why they were affiliated.

(2) Debarred Suitability Review: When submitting a suitability review a RRC memorandum and recommendation must include details behind the applicant being debarred (when, where, and why). When applicable, police and court record checks must be included in these reviews.

(3) Applicants requiring one of the above suitability reviews do not require an ASVAB or physical prior to submission of the review.

(4) Applicants identified as requiring a review will be prescreened with an ASVAB pre-test, completed medical prescreen (DD Form 2807-2), and Live Scan results.

(5) The HRR 369, once completed and uploaded, will serve as proof that the applicant has been screened for extremist affiliation.

(6) Applicants with admitted charge(s) above traffic level offenses (level 100) will have police/court checks that show the final disposition of the charge(s) prior to the suitability workflow submission.

d. Definitions.

(1) Extremism. An individual that advocates for any of the following:

(a) Hatred or bias based on race, sex (gender identity), sexual orientation, or ethnicity.

(b) Creating or engaging in discrimination based on race, color, sex (gender identity), national origin, religion, or sexual orientation.

(c) Use of force or violence or unlawful means to deprive individuals of their rights to pursue political or religious goals.

(d) Support for terrorist or criminal organizations or objectives.

(e) Overthrow of the U.S. Government by force, violence, or sedition.

(f) Subversion (i.e., violations of law, disobedience to lawful orders or regulations).

(2) Debarred. Being banned or removed from a government facility or Military installation for any period and instructed not to return.

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

Line	Classification of Offenses	Number of Offenses	Waiver Authorized	Waiver Authority	Reference
1.	Traffic Offenses (Level 100)				
		1 or more	N/A	N/A	N/A
2.	Minor Non-Traffic Offenses (Level 200)				
		5 or more	Yes	TAG	AR 601-210 Para 4-6
3.	Misconduct Offenses (Level 300)				
a.	NPS Positive DAT for THC and variants at MEPS	1	Yes	TAG	AR 601-210 Para 4-6 Note 3 below
b.	DAT Positive at MEPS (other than THC) or 2 time DAT Positive	1	No	Non-Waivable	SMRA (RN 601-210k) 20230515
c.	Driving Under the influence (DUI 309)	1	Yes	TAG	AR 601-210 Para 4-6, See Note 3 below
d.	Driving Under the influence (DUI 309)	2	Yes	ARNG-HRR	AR 601-210 Para 4-6 Note 3 below
e.	Solicitation for prostitution/prostitution (317)	1 - 5	Yes	TAG	AR 601-210 Para 4-6
f.	Domestic Violence (DV 308)	1 - 5	Yes	ARNG-HRR	AR 601-210 Para 4-6 Note 1: definition of DV
g.	Domestic Violence (DV 414)	1	No	N/A	AR 601-210 Para 4-7 See Note 1 for definition of DV
h.	Any Misconduct	2 - 5	Yes	TAG	AR 601-210 Para 4-6
i.	Any Misconduct	6 or more	No	N/A	AR 601-210 Para 4-22
4.	Combination of Minor Non-Traffic (Level 200) & Misconduct Offenses (Level 300)				
	4 Minor Non-Traffic & 1 Misconduct	4 Level 200 & 1 Level 300	Yes	TAG	AR 601-210 Para 4-7
5.	Major Misconduct Offenses (Level 400)				
a.	Any Major Misconduct	1	Yes	DMPM	AD 2020-09
b.	Any Major Misconduct	2 or more	No	N/A	AR 601-210 Para 4-22
NOTES					
<p>1. DOMESTIC VIOLENCE OFFENSE(S):</p> <p>a. Domestic battery/violence offenses include, but are not limited to: Charge(s) of assault, simple assault, assault and battery, battery, assault with the intent to commit bodily harm, assault on a person, abuse, domestic violence or any offense that involves the use or attempted use of physical force, or threatened use of a deadly weapon by an applicant against their parent, stepparent, sister, or brother, spouse, child; by a person with whom the victim shares a child in common; by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian; or by a person who was similarly situated to a spouse, parent, or guardian of the victim. Persons who are similarly situated to a spouse include two persons who are residing at the same location in an intimate, relationship with the intent to make that place their home regardless of disposition.</p> <p>b. Enlistment of applicants with a qualifying conviction for domestic violence under the Lautenberg Amendment is prohibited. No waivers authorized (AR 601-210 Para 4-7 and Table 4-4, Offense Code 414).</p> <p>2. DUI OFFENSE(S):</p> <p>a. A DUI waiver is required for any applicant who received an underage drinking and driving, wet and reckless, zero tolerance, and/or refusal to take breathalyzer or similar offenses.</p> <p>b. No waiver authorized for applicants with three or more separate DUI offenses.</p> <p>3. DRUG RELATED OFFENSE(S):</p> <p>a. Applicants who incur charges of possession of marijuana and paraphernalia from the same incident who have no other charges may enlist without a waiver.</p> <p>b. Applicants who incur conviction or an OAD of Possession or Sale of any drug other than THC, including synthetics, is non-waiverable.</p>					

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

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

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

30.	Misconduct		
a.	Misconduct (drug or alcohol abuse) *	Non-Waivable AR 601-210 Para 4-13	6
b.	Misconduct (Serious Offense) *	DMPM AD 2020-09	5, 9
c.	Misconduct (All others not listed in Lines 30a and 30b) *	ARNG-HRR AR 601-210 Para 4-13	5, 9
31.	Non-Retention on Active Duty	No waiver required AR 601- 210 3-22	1, 9
32.	Parenthood	TAG AR 601-210 Para 4-13	3, 7, 8
33.	Physical Condition (Includes: Physical Condition not a Disability)	ARNG-HRR	9
34.	Physical Standards *	ARNG-HRR	3, 9
35.	Pregnancy (Childbirth)	TAG AR 601-210 Para 4-13	8
36.	Personality Disorder (Includes: Character, Adjustment, or Behavior Disorder)	ARNG-HRR	5, 9
37.	Reduction in Force (includes Reduction in Auth. Strength) Applies to SPD Code JCC only. SPD Codes KCC, LCC and MCC no waiver required.	TAG AR 601-210 Para 4-13	2
38.	Retirement, Active Duty (Voluntary, Sufficient Service)	Non-Waivable AR 601-210 Para 4-23	6
39.	Retirement, Reserve Component	ARNG-HRH	9
40.	Secretarial Authority	No waiver required	1, 9
41.	Sole Surviving Son or Daughter	TAG AR 601-210 Para. 4-20	2
42.	Unsatisfactory Participation/Continuous and Willful (CW) absence (RC)		
a.	Applicant is in IRR *	TAG AR 601-210 Para 4-16	3, 9
b.	Applicant has been discharged *	TAG AR 601-210 Para 4-16	4
43.	Unsatisfactory Performance *	ARNG-HRR AR 601-210 Para 4-13	5, 9, 10
44.	Unsuitability *	ARNG-HRR AR 601-210 Para 4-13	5, 9, 10
45.	Weight-Control Failure *	ARNG-HRR AR 601-210 Para 4-13	3
DISQUALIFYING CHARACTERS OF SERVICE			
46.	General under honorable conditions, Uncharacterized for reasons not covered above	ARNG-HRR AR 601-210 Para 4-13	5, 9, 10
47.	Other Than Honorable, Bad Conduct, or Dishonorable Character of Service or who were discharged as a result of a Qualitative Management Program (i.e., QRB/SRB) (RE-4 from Army Component)	Non-Waivable AR 601-210 Para 4-23	6
AWOL (Absent without leave or lost time)			
48.	5 days or less	TAG AR 601-210 Para 4-14	4
49.	6 - 30 days	ARNG-HRR AR 601-210 Para 4-14	5, 9
50.	31 or more days (consecutive)	Non-Waivable AR 601-210 Para 4-23	6
DISQUALIFYING REENTRY CODES (AR 601-210 Table 3-1 thru Table 3-4)			
51.	Any RE Codes requiring a waiver not otherwise covered may not process until 90 days have elapsed from separation date. Approval authority is ARNG-HRR (AR 601-210, para 4-13)		

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

OFFICER DISCHARGES OR SEPARATIONS			
52.	Hardship	TAG	2, 7
53.	Failure to complete military education course	ARNG-HRR	9
54.	Non-Selection, permanent promotion (officer two-time non-select)	ARNG-HRR	5, 9
55.	Qualified/Unqualified resignation	No waiver required	1
NOTES			
<ol style="list-style-type: none"> 1. Eligible for enlistment without a waiver. Current policy states all GNPS and PS applicants require a suitability review prior to processing for enlistment. See para 4-18 for PS Suitability requirements. 2. No waiting period is required to process a waiver. 3. 90 day waiting requirement from date of discharge/separation from military service. 4. 6-month waiting requirement from date of discharge/separation from military service. 5. 12-month waiting requirement from date of discharge/separation from military service. 6. Ineligible for enlistment - no waiver authorized. 7. Applicant must provide evidence that hardship or conflict was resolved or no longer exists. 8. Applicant may require an approved dependency waiver and Family Care Plan (FCP) prior to submission of the waiver if they are a single parent or if their spouse is a member of the Armed Services (active or reserve). 9. Must submit a discharge packet validating Separation Program Designator (SPD), to include all board proceedings with the waiver and/or suitability review. 10. The following SPD codes do not require a waiver: BRA/JRA, BRB/JRB, BRC/JRC. 11. All waiver authorities and waiting periods listed in this table supersede those listed in AR 601-210. 12. Completion of required active service with RE-3 on the NGB 22 from the ARNG requires TAG approval to enlist. 13. If never shipped to any Active-Duty training, then only a suitability review is required. <p>*** = Unfavorable Separation/Discharge which may impact qualification for incentives</p>			

Section III**Suitability review****4-18. Suitability**

ARNG will adhere to requirements for a suitability review as outlined in AR 601-210 and all other references pertaining to suitability. All GNPS and PS applicants require a suitability review prior to any MEPS processing (physical). Applicants who require a suitability review must have completed suitability review workflow prior to project or it will be cancelled.

a. ARNG-HRR-O-ASO is the determination authority for ARNG suitability issues, to include the following:

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

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

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

(4) Any charges listed in Table 4-3 Suitability review authority.

(5) Weapon on school grounds.

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

c. A suitability review will be processed via ERM/RZ workflow exceptions with subsequent recommendation by the State Waiver Analyst recommending approval.

d. The required documentation for the submission of suitability reviews include:

(1) Applicant Statement.

(2) NGB Form 905.

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

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

(2) Police reports.

(3) Court documents to include probation reports.

(4) DD Form 369.

(5) Detailed applicant statements for all offenses (except Traffic) (required for all).

(6) NGB Form 905, listing all offenses (Including traffic) regardless of disposition.

f. The whole person concept will be applied in determining applicant qualifications.

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

Table 4-3. Suitability review authority

1.	RRB Operations (State)	Offenses	Reference	
a.	Combination of 4x (200) or more & 1x (300)	4x (200) w/1x (300)	AR 601-210 Para 4-2f.(2)(a) 1.	
b.	Misconduct (300)	2 or more	AR 601-210 Para 4-2f.(2)(a) 2.	
c.	Self-admitted offenses (that would not require a waiver if found guilty)	(200) and (300)	AR 601-210 Para 2-11b.	
2.	Accession Suitability Office (ARNG-HRR-O-ASO)	Offenses	Reference	
a.	Major Misconduct (400)	1 or more	AR 601-210 Para 4-2f. (2)(a) 3.	
b.	Domestic Violence offense	1 or more	AR 601-210 Para 4-2f. (2) (a.) 5.	
c.	Criminal offense of a sexual nature (includes sexting)	1 or more	AR 601-210 Para 4-22j	
d.	Any offense involving a weapon on school grounds	1 or more	AR 601-210 Para 4-2f. 7.	
e.	PS or GNPS applicant	N/A	AOC Para 4-18	
f.	Self-Admitted offense (that would require a waiver if found guilty)	1 or more (400)	AR 601-210 Para 2-11b.	
Suitability and exception approval/disapproval authority				
Type	Offense		BN OPS NCO	ASO
Conduct	Domestic Violence		No	Yes
Conduct	Weapon on school grounds		No	Yes
Conduct	Offenses of a sexual nature		No	Yes
Conduct	Major Misconduct (400)		No	Yes
Conduct	Any offense not specified above		Yes	Yes
Live Scan	Non-disclosed 100 & 200 level		Yes	Yes
Live Scan	Non-disclosed 300 & 400 level		No	Yes
Live Scan	LSA completed improperly		Yes	Yes
Live Scan	LSA missing/ LS returns w/record		Yes	Yes
Live Scan	LSA missing/ LS returns w/record	Waiver not required	Yes	Yes
Live Scan	LSA missing/ LS returns w/record	Waiver required	No	Yes
Retain	Undisclosed charges	Traffic	Yes	Yes
Retain	Undisclosed charges	Non-traffic or above	No	Yes
Retain	Post enlistment charges	100 & 200 level	Yes	Yes
Retain	Post enlistment charges	300 & 400 level	No	Yes
Operations NCO roles and responsibilities				
This chart is a tool to determine the action authority for exception workflows and suitability reviews. All OPS NCOs can review questionable charges that do not meet the prescribed minimum for a SR (example: 1 DUI) to provide assurance to the GCs.				

Section IV

Retain procedures

4-19. Post enlistment arrests

Warriors who incur offenses after enlistment but prior to shipping to IET are covered by this section. No Warrior will be allowed to ship to IET with unpaid fines, a pending court date, on probation (See AR 601-210, chapter 4 para 4-36 for unsupervised probation exceptions), or unresolved charges. Documentation must include the arrest report or ticket with the new offense(s), date of new offense(s), and agency making arrest or issued citation uploaded in ERM/RZ. All cancellations and renegotiations are outlined in the ARNG Strength Maintenance MEPS Processing Procedures PPOM chapter 4, para 4-2.

a. Police checks must be obtained per AR 601-210, Chapter 2. Court records are required showing all conditions have been met and the case has been closed. New police checks are required if new arrest or convictions occur after previous checks were conducted. The Warrior must provide original court documents from start to the end of court proceedings.

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

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

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

4-20. Concealed offenses revealed after enlistment.

a. Warriors who conceal offenses above traffic offense(s) or higher or conceal any court martial or other disciplinary procedure under the UCMJ, such as Article 15, Captain's mast, Article 135 Court of Inquiry, will require a retain exception from ARNG- HRR-O-ASO. Depending on the offense(s) type, retain request may be disapproved and Warriors will be processed for discharge for fraudulent enlistment (FE).

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

c. RSP Warriors who are found to have dependents that were concealed at the time of enlistment require a determination by the RSP Commander as to whether the Warrior must be discharged or retained. If the Warrior is to be retained, then the packet in ERM/RZ must be updated to reflect all dependents. A memorandum from the RSP Commander must be uploaded into the Warrior's ERM/RZ. Warriors who have new dependents while in the RSP will

have their packet updated in ERM/RZ and do not require approval from the RSP Commander.

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

Chapter 5

Processing applicants

Section I

Aptitude testing

5-1. Authorized Signatures for Applicant Processing

a. All enlistment documents that required either an initial/signature from the applicant, RRNCO and/or other military personnel must be signed/initialed by each individually. Initials/signatures cannot be copied, or duplicated, each initial/signature should be original.

b. The use of the Adobe option to sign/initial a document by typing the RRNCO's/applicant's name (rendering a cursive font of the RRNCO's/applicant's name/initials) is not authorized. Any document bearing a cursive font of the RRNCO's/applicant's name/initials that is not handwritten or was not completed via a Topaz Signature Pad will be considered a falsified official document, RRNCO misconduct, and a violation of individual state's Code of Conduct (Title 32) and Article 105 UCMJ – Forgery (Title 10).

5-11. Testing

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

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

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

(1) All applicants processing for enlistment through the MEPS are required to take the TAPAS regardless of their education Tier or ASVAB CAT.

(2) The TAPAS results will be input into ERM/RZ. MEPS GCs are required to scan the test results into the ERM/RZ under "Waiver/TAPAS Report" if U.S. MIRS does not auto populate.

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

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

(5) PS/GNPS applicants whose separation was for misconduct or other adverse reasons are required to take the TAPAS.

(6) Passing score on TAPAS is not required for 09C (FLRI) Enlistment Option applicants.

(7) Validity. The TAPAS scores are valid for 2 years and most recent test will be used as test of record.

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

(1) APT Testing Procedures.

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

(b) Applicants will follow the link to take the APT and use the code provided by the RRNCO: <http://www.dmdc.osd.mil/icat/apt>. RRNCOs can access their applicant's score in the "Authorization and Reporting" tab as soon as the applicant completes the APT.

(2) Temporary reservations with APT results.

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

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

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

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

(3) PiCAT eligibility.

(a) Applicants with any test history will not be able to take the PiCAT verification test. This includes applicants (NPS/GNPS/PS) who have test history over 2 years old. Be aware that although the system will allow you to register an applicant for the PiCAT with previous test history (regardless of the elapsed time), they will not be able to take the verification test at the MEPS.

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

(4) PiCAT Testing procedures.

(a) Applicants must be 17 years of age to be authorized to take the PiCAT. After review and explanation of the Privacy Act, RRNCO(s) will register applicants and provide them with a unique access code. The RRNCO may register applicants at www.dmdc.osd.mil/cat-ar. Access codes are valid for 30 days. Once the code is used the applicant has 48 hours to complete the test.

(b) Applicants must go to the following link to take the PiCAT and must use the code provided by the RRNCO: www.dmdc.osd.mil/icat/prescreen.

(c) Applicants are not authorized to take the PiCAT in school or on a school computer.

(d) The applicant will need to achieve a minimum Armed Forces Qualification Test (AFQT) on the first 5 sections of the test to complete the remaining sections. Applicants who do not achieve the minimum AFQT score (AFQT 25) will not be permitted to proceed to a proctored verification test (V-test) and a full ASVAB will be required to be taken for enlistment.

(e) RRNCO(s) can access applicant's PiCAT score results once applicant has completed the test. Prescreen Score Report must be uploaded in ERM/RZ if PiCAT is going to be used for enlistment. Applicant will have 45 calendar days once the PiCAT is completed to take a V- test at the MEPS. The PiCAT is time stamped and will expire to the minute it was finished. Therefore, it is not recommended to project for the V-test on the 30th day as it may not be administered in time.

(5) Temporary reservations with PiCAT results.

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

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

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

(6) Processing procedures with PiCAT results.

(a) Applicant completes PiCAT.

(b) Upload PiCAT Prescreen Score Report in ERM/RZ.

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

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

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

(7) PiCAT Verification Test (V-test).

(a) Applicants will have 45 calendar days once the PiCAT is completed to take a V- test at the MEPS. The V-test is a 25–30-minute proctored test to confirm the applicant took test properly. The V- test validates the PiCAT score for use as the official test score of record and will detect any inconsistencies that will cause an unconfirmed test result.

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

(c) If V-test is not confirmed, the applicant will be automatically routed to a full length

ASVAB, and the resulting score will be the score of record. The V-test is considered an initial test, current retest rules will then apply.

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

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

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

2. WPA will only be administered at the MEPS.

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

e. Occupational Physical Assessment Test (OPAT). The Secretary of the Army directed the Army to implement the OPAT to ensure that incoming Soldiers are set up to succeed, reduce injury rates and attrition in IET, and improve Army Readiness. OPAT is a 4-event test that consists of the Standing Long Jump (LJ), Seated Power Throw (PT), Strength Deadlift (SD), and the Interval Aerobic Run (IR) IAW DA PAM 611-21.

Section II

Special enlistment processing

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

Lawful Permanent Residents (LPRs) must present a valid I-551 card, which will expire no earlier than 6 months after the proposed ship date. Applicants not meeting this standard require an approved citizenship suitability review from ARNG-HRR-O-ASO, prior to enlistment processing. LPR Warriors will be enlisted into the SELRES, unless otherwise directed by ARNG-HRR-O-ASO. DA G-1 is the approving authority for all I-551 card ETP actions. All I-551 card exceptions must be approved on a suitability review workflow.

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

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

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

(3) When the I-551 card extension which is going to expire within 6 months of the proposed ship date. This is for 10-year I-551 cards only. It is not authorized for 2-year conditional I-551 cards.

b. Warriors obtaining naturalization prior to shipment.

(1) A scanned copy of the certificate of naturalization, certificate of citizenship, or U.S. passport will be uploaded into the appropriate folder in ERM/RZ.

(2) Submit a citizenship suitability review in RZ, requesting to change the Warrior's status from LPR to U.S. Citizen.

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

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

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

Section III

Training management

5-59. Training seat management

The following guidance is to better facilitate the 54 States, Territories, and the District of Columbia, on training seat management. Each State RRB, to include MEPS GCs and RSP, will follow this guidance when performing REQUEST Operations, contract renegotiations and training cancellations.

a. A Currently in High School Junior (CIHSJR) must enlist within 270 days prior to entry on IET and is authorized up to 36 paid IDT (nine MUTAs). These enlistees are the primary demographic for the split training option.

b. A High School Senior (HSSR) will ship within 365 days from the enlistment date and no earlier than 10 days after the graduation date. Exceptions may be considered to the 10-day rule.

(1) HRR Form 900 will be signed by a school official within 30 days prior to accession.

(2) Up-to-date transcripts will accompany the HRR 900 to show proof that applicant is on track to graduate.

(3) RSP will follow up with HSSR enlistees on a quarterly basis to ensure they remain on track to graduate on time. Any issues will immediately be brought to the attention of the ROC.

c. Warriors who fail to graduate High School (HS) will not be able to renegotiate (RENO) training until after they have received their HS Diploma or equivalent. Documentation will be scanned in, and the ED code will be updated in RZ prior to requesting the RENO.

d. Early graduates will still be coded for years of schooling completed (not their projected). CIHSJR who will graduate during their first semester of their senior year will be allowed to enlist once the school classifies them as a Senior (Grade 12) on their high school transcripts.

e. High School Diploma Graduate (HSDG).

(1) HSDGs not going to college must enlist for standard (straight thru) training during any training date currently open (ship window) in REQUEST.

(2) HSDGs who enlist with an MOS from the State critical skill MOS list annotated in the current SRIP must ship on the first available seat within 365 days for standard (straight thru) training. If training is cancelled on a Soldier who is holding a Low-Density MOS and the training is within the 45 days, the Soldier will only be able to RENO into an MOS that is not Low-Density.

(3) HSDG pending full-time College or Currently attending full-time College students must show proof of enrollment. Applicants that enlist while currently attending college will be afforded the opportunity to attend initial entry training following completion of their current school year. They will ship to standard (straight thru) training on the first available training date at the end of the current school year. Currently attending college students can attend IET earlier if they choose to do so. Exceptions will be considered for the split training option due to a scholarship or course curriculum requirement. Documentation must be provided to support the ETP.

(4) Enlistees who enroll in college after they enlist, are still expected to ship on their ship date originally scheduled at the time of accession. If the enlistee still desires to request a renegotiation of their ship date, their training will be cancelled (60 days prior) and new training will not be pulled until they are done with their courses. At which time, they will take the next available ship date (for an MOS based on the needs of their State) to become MOSQ within 24 months of DOE.

f. If training was cancelled on an enlistee because they refused to ship and then the enlistee decides they wish to RENO, they must do so into an MOS that is available to ship within 30 days.

g. Medical cancellations must be cleared by the MEPS CMO for an Interval Exam (INEX) prior to performing a RENO or cancellation.

h. Hardship cancellations must describe in detail what the hardship is.

i. Renegotiations, when the delay in shipping is of no fault of the enlistee, may be forwarded to the ROB for consideration.

j. All applicants will have three MOS options listed on their DD Form 1966.

k. All renegotiations and cancellations will require a DA 4187 signed by the Warrior and the RRC. There is no other signature authority authorized.

l. All renegotiations and cancellations require a detailed DA 4856 explaining the applicant understands they are forfeiting the MOS they originally enlisted for and that they understand that they will be taking the next available ship date for an MOS at the needs of their state. The DA 4856 needs to be signed by the Warrior, counselor (RRNCO, RSP, NCOIC, etc.), and uploaded in ERM/RZ with the DA 4187 and any other supporting documentation.

m. Soldiers must be MOS Qualified within 24 months from their original date of enlistment. Exceptions Must be approved by the Secretary of the Army through ARNG-HRR.

n. If a training cancellation or renegotiation is within 45 days from original contracted ship date, the RRB will work within their state or region to identify another Soldier to ship in that training seat vacancy and coordinate through the ROC.

o. All training seat renegotiations which change the MOS or enlistment option will be conducted at the MEPS (on a Monday or Tuesday) after approval from the ROC via the ROC RENO tracker in Teams. This ensures data accuracy in the RSP Soldier's record and proper training seat management. During the renegotiation, the RSP Soldier will re-sign any annex or form which resulted in modification. Soldiers in States that have geographical challenges (for example, traveling to MEPS by air) may receive an exception to this rule.

p. Completed renegotiations require all forms and documents to be updated and reflect the new training, basic active service date, and adjustments to any incentives. Failure to initiate these updates at the time of renegotiation may result in data, pay, benefit, and/or incentive discrepancies in the enlistee's record.

q. RSP Soldiers can request to ship earlier (RENO to the left) to basic training or advanced

individual training if they are qualified and prepared to do so. A DA Form 4187 is not required.

r. Warriors renegotiating from a non-security clearance MOS into an MOS requiring a Secret or Top-Secret clearance will require a suitability review processed through the ASO.

s. Warriors are not authorized to RENO into an officer producing program regardless of their prior MOS or clearance level.

5-60. Split training option

The Split Training Option (STO) allows ARNG Warriors to complete BCT and AIT during two separate training cycles.

a. Methodology.

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

(2) Within 1 year of completing BCT, these Warriors will be ordered to AIT, Phase II of IET and complete their required MOS training.

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

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

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

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

(7) STO Warriors are NOT authorized to RENO.

b. MEPS personnel must ensure all STO applicant(s), attending (Phase I) BCT only, have their Mandatory Return Date (MRD) annotated on their IET orders. The MRD will be established by the MEPS GC in coordination with HRR Form 900 (Section III Block 4e) or HRR Form 901 (Section II Block 4e) with the number of days authorized to miss from school to allow for the maximum amount of time to complete BCT, but no less than 75 days. Warriors must be informed that there is no MRD for Phase II Warriors and there is a possibility of missing a semester of college.

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

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

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

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

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

(5) Hold a primary vacancy for MOS.

(6) Remain fully eligible through Phase II ship date.

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

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

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

(8) Applicants that have college enrollment verification (HRR Form 901) for the current or upcoming semester will be scheduled for standard training for the following semester, when

training seats are available. When training seats are not available, these applicants will be required to ship as outlined in paragraph 5-59. ETP will be reviewed and considered on a case-by-case basis. Requests for ETP will be directed to the ARNG-HRR-O, ROC NCOIC.

d. Procedures for requesting or securing Split Training Option-2 (STO-2).

(1) The RRB must clearly identify the RRB Senior Operations Staff Member and the Initial Active Duty for Training (IADT) Manager Points of Contact (POC) responsible for STO-2 reporting requirements on the Master Recruit Sustainment Program Contact Roster.

(2) The appointed staff member will request STO-2 training ship dates through the Training Pipeline Management Team (TPMT), utilizing the Army 365 version of Microsoft TEAMS. In Microsoft TEAMS, the staff member must request access and submit action requests to the TEAMS' name "ARNG-Training Pipeline Management Team" and use channel "STO-2 Requests".

(a) TPMT secures STO-2 training seats after the required procedures are completed.

(b) States must conduct a complete QC, which verifies all documents listed in paragraph 4 are valid and loaded in Vulcan and Electronic Records Management (ERM).

(c) MEPS Guidance Counselors (GCs) will verify all documents listed in paragraph 4 are valid, appear in RZ when shipping from MEPS, and appear in RZ when shipping from DSS, and notify the RSP Direct Ship site then update the TEAMS 'STO-2 Requests' tracker with the Warrior's status and ship eligibility date.

(d) MEPS GC must accurately code the appropriate Warrior in Web REQUEST (Update Reservation Tab/SWAR Report (Soldiers Without a Reservation)).

e. Instructions. All Warrior status updates are completed on the STO-2 Requests Tracker and must be completed as soon as possible after returning from STO-I, but no later than 1 November of the next fiscal year.

(1) The Active-Duty Report (DD Form 220) (front & back) must be scanned/uploaded into ERM and VULCAN within 30 days of the STO-I end date (for VULCAN, load the scanned document under "Warrior's Document Repository"). GCs and RSP staff are required to verify DD Form 220 appears in RZ and ERM Document Viewer. If the DD Form 220 states or indicates "Warrior is a BCT Non-Grad" and the reason for failure is not stated directly on the reverse-side of the DD Form 220, a copy of the Individual Training Record must also be scanned in with the DD Form 220.

(2) High School Letter (HRR Form 900) / College Letter (HRR Form 901) / Seasonal Work statement must be scanned into ERM and Vulcan.

(a) Obtain a new High School Letter that accurately reflects education status and the Warrior's expected High School Graduation Date.

(b) Obtain a College Enrollment Letter that accurately reflects the current post-secondary education status and most accurately reflects his or her soonest availability for STO-2 training.

(3) Documents supporting work-related PH2 availability (i.e., Teacher, Agricultural worker).

(4) Any MOS that requires a valid driver's license must comply with PPOM 23-016:

(a) Verify the driver's license (see Appendix G) is loaded into RZ/ERM, and Vulcan.

(b) Ensure the correct driver's license expiration date is updated in RZ.

(c) Driver's license must remain valid throughout the duration of training.

Table 5-1. Authorized MOSs for Split Training Option

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

Chapter 6

Military Entrance Processing Station (MEPS) processing phase

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

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

6-4. MEPS Guidance Counselor (GC)

- a. MEPS GCs will process all enlistments as outlined in PPOM 23-016, Army National Guard (ARNG) Strength Maintenance MEPS Processing Procedures.
- b. MEPS GCs will Perform quality control (QC) checks for electronic MEPS projections using Recruiter Zone (RZ). QC checks will be conducted at the 48-hour projection window and communicated through process check point to identify any deficiencies requiring corrections. An applicant that requires a workflow, must have it completed prior to projecting the applicant. Confirm all corrections are completed 24 hours prior to applicant arrival. Projections that are not corrected. within the 24-hour window will result in the cancellation of the projected applicant.

6-8. Vacancies and projected vacancies

- a. Verify applicant qualifies for vacancy held or requested. RRNCO(s) will ensure each applicant arrives at the MEPS with one held vacancy and 2 additional alternate projected vacancies. Additional vacancies should reflect career fields that do not have the same security clearance requirements or physical demand category requirements. Provide the primary vacancy and 2 additional vacancies in Remarks Review Section of RZ to ensure they are on the 1966.
- b. ARNG Accessions.
 - (1) All enlistments will have a valid Vacancy Control Number (VCN) in REQUEST when enlisting into a valid position using WEB REQUEST.
 - (2) Soldiers enlisting from the AC will have a valid VCN in REQUEST using RETAIN.
 - (3) Soldiers enlisting via the Marine to Guard program will request a valid VCN in REQUEST by contacting the State AUVS Manager. The State AUVS Manager will close the vacancy in REQUEST until the applicant enlists. Enlistment packets will be mailed to the State ISR Manager for load into IPPS-A. When the Soldier has been gained into IPPS-A, the State AUVS Manager will delete the vacancy in REQUEST.
 - (4) When a vacancy is manually built in REQUEST, include the IPPS-A position ID associated with the position being built and annotate the position ID in the remark's column in

REQUEST. Also annotate the IPPS-A position ID on the DD Form 1966 page 4.

(5) The maximum distance ARNG Soldiers may travel involuntarily between their residence and the IDT training site must be within:

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

(b) An exception can be applied when conditions prevent the possibility of the 50-mile radius rule. It will not exceed three hours of travel time one-way by car under average traffic, weather, and road conditions. ETPs are processed through the ROC.

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

6-9. Vacancy requirements

RRNCO(s) will obtain a valid vacancy control number prior to projection to MEPS for enlistment. AUVS managers will ensure the needs of the organization are being met and MEPS GC will cancel projections that do not have a valid REQUEST control number.

a. Vacancy management.

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

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

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

(4) Skill level 2 through 4 primary positions are top-loaded and approved by the State AUVS Manager when the positions become vacant for over 30 days.

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

6-10. Automated Unit Vacancy System (AUVS) Guidance

a. State AUVS Managers will not have the ability to create manually built vacancies in the Recruit Quota System (REQUEST). All manual builds will be accomplished on a case-by-case basis with an exception to policy request to your NGB AUVS Regional Manager. If approved, the NGB AUVS Regional Manager will create the vacancy and inform the State AUVS Manager of the Vacancy Control Number (VCN). The use of AUVS will ensure compliance with IPPS-A requirements. Adhering to this guidance will assist States with identifying their true vacancies, improve the management of awarding incentives, and reflect true vacancies for the AC to RC program to assist in slating. Overdrive States will still maintain the ability to conduct manual builds by coordinating the action through the AUVS Regional Managers.

b. Changes to AUVS vacancies that are in effect:

(1) All vacancies in grade levels E-1 thru E-7, W-1 thru W-3, and O-1 thru O-4 will be created in REQUEST to allow for maximum accessions in REQUEST and in RETAIN. Grade levels E-1 thru E-7, W-1 thru W-3, and O-1 thru O-4 will be top loaded into REQUEST.

(2) New vacancies for grade levels E-1 thru E-4 will be sent to the State AUVS Manager's "Pending Review" bucket immediately.

(3) New vacancies for grade levels E-5 thru E-7, W-1 thru W-3, and O-1 thru O-4 will remain vacant for 30 days. This allows the unit to take any personnel action deemed necessary for promotions or transfers. If the para/line is still vacant after those 30 days, it will then be sent to the State AUVS Manager's "Pending Review" bucket.

(4) Once the vacancy is sent to the "Pending Review" bucket, it will remain in the "Pending Review" bucket for a maximum of 30 days to allow the State AUVS Manager to review it and either approve it for top load or exclude it from top load. If approved, a Vacancy Control Number will be created in REQUEST. If excluded from top load, the request will then go to the NGB Regional AUVS Manager for approval. If needed, the NGB Regional AUVS Manager will contact the State AUVS Manager for further information to make a final determination if indeed this vacancy will be excluded. If no action is taken by the State AUVS Manager within 30 days, the vacancy will be automatically top loaded into REQUEST and a VCN will be created.

(5) The only vacancies that will be in REQUEST as "interview only" will be those required by DA PAM 611-21. Any vacancy not required by DA PAM 611-21 will be changed to "open". Closing a vacancy or changing a vacancy to interview only under the direction of the Unit Commander not authorized. If said vacancies are found, they will be opened immediately for enlistment by the NGB AUVS Regional Manager.

(6) All manual vacancies found that were not approved and created by the NGB AUVS Regional Manager will be deleted from REQUEST.

(7) Failure to follow the guidance published in paragraphs 6-9 and 6-10 may result in the State AUVS Manager's REQUEST privileges being revoked and all REQUEST business will be conducted through the NGB AUVS Regional Manager to include holds and extensions of holds.

6-15. Correction of errors on enlistment forms

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

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

b. Correcting the term of enlistment.

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

(a) DA Form 2823 (Sworn Statement) by the Soldier and other involved persons. The statement will give circumstances of enlistment.

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

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

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

Chapter 7

Civilian Acquired Skills Program (CASP)

7-3. Procedures

a. Director, Army National Guard (DARNG) has overall responsibility for policies pertaining to CASP and will:

(1) Conduct periodic review for addition and/or deletion of skills and submit recommended changes to the Office of Army G-1(DAPE-MPA).

(2) Develop criteria for skills to be added to the CASP.

(3) Review and comment on recommendations submitted by other agencies.

b. The Adjutant General (TAG) will:

(1) Conduct periodic review and submit recommendations for addition and/or deletion of skills to ARNG-HRH.

(2) Review and comment on recommendations submitted by subordinate organizations or individuals.

c. Recruiting and Retention Commander (RRC) will:

(1) Implement processing procedures contained in this policy.

(2) Develop and implement advertising, procurement plans, and procedures to attract qualified applicants for the CASP enlistment option.

(3) Promote the CASP and ensure vocational, technical, and nursing schools are canvassed as a source of ready-trained assets for ARNG units.

d. Unit commanders who have Soldiers enlisted utilizing the CASP option will utilize Soldiers in the CASP PMOS for at least 1 year.

7-4. Eligibility

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

a. CASP is an enlistment option only and cannot be used for Soldiers currently serving in the ARNG. Applicants must:

(1) Meet basic eligibility standards as outlined in AR 601-210 and meet MOS standards IAW in DA Pam 611-21.

(2) Have had either the training or experience in the civilian acquired skill within the preceding 24 months of the effective date of enlistment.

b. All CASP applicants require a suitability review for determination of equivalency from the proponent through ARNG-HRR-O-ASO.

7-7. Basic combat training requirement

Applicants who have not completed Army BCT, WTC, USMC BCT, USAF SOF training, USAF SF training, or USN SOF training during previous military service, must complete Army BCT and any prerequisite training for awarding of the CASP MOS. PS applicants with a 5-year break in service will require BCT unless granted a PS BCT ETP.

7-8. Requirement for prerequisite training

a. No MOS training during IADT will be offered under the CASP, except as outlined in Table 7-1.

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

7-9. Requirement for proficiency training

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

7-10. Determination of qualifications and enlistment grades

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

(1) Certificates or diplomas. Must have the original seal of the institution or be notarized as true copies.

(2) Union cards. Training may include successful completion of union, industry, or government recognized training or apprenticeship programs.

(3) Employment records. Evidence must validate the period of actual work experience, training received, degree of proficiency attained, and a summary of duties and training in the civilian acquired skill.

(4) Board of registry or professional society certificate of registration.

(5) School transcript(s) or diploma(s).

(6) Civil Service Apprentice or Journeyman certification.

(7) National Registry of Emergency Medical Technician certification. Must be valid through IET.

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

7-12. Army CASP enlistment control

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

7-14. Mobilization readiness and deployability

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

(1) Completion of BCT.

(2) Completion of MOS prerequisite training, if required by the MOS for which enlisted.

(3) Award of CASP MOS as PMOS.

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

7-15. Processing procedures

Processing procedures must be followed for all CASP applicants. Any applicant for CASP must present the prescribed documented evidence of qualifications. Applicants will submit documents that verify length and successful completion of education, training, and experience for applicable skill. Documents are outlined in paragraph 7-10. Civil Service Standard Form 50 (Notification of Personnel Action) may be used.

a. RRNCO will review and verify qualification before sending any applicant to the MEPS.

b. RRNCOs will forward all applications that required TAG approval prior to sending the applicant to the MEPS.

c. MEPS GCs will verify qualifications, completed necessary enlistment forms and

processing, including the NGB Form 594.

d. PS applicants will:

- (1) Enlist as outlined in paragraph 3-14 and in pay grade E-4.
- (2) Complete prerequisite MOS training when required.

e. Army Band applicant processing information and audition procedures are outlined in DA PAM 611-21. For MOS 42R, vacancies must match the Additional Skill Identifier (ASI) / instrument the applicant is enlisting into. Address questions to the State 420C Bandmaster or to the ARNG Band Liaison at (703) 604-8678 or email G1HRHOfficerPolicy@army.mil.

Table 7-1. MOSs Approved for the Army Civilian Acquired Skills Program (CASP)

See DA PAM 611-21 for specific qualifications			
12G Quarrying Specialist	12K Plumber	12M Firefighter	12N Horizontal Construction Engineer
12Q Powerline Distribution Specialist	12R Interior Electrician	12W Carpentry and Masonry Spec	15Q Air Traffic Control Operator
35M Human Intelligence Collector	35P Signal Intelligence (SIGNINT) Voice	42R Musician	68B Orthopedic Specialist
68C Practical Nursing Specialist	68D Operating Room Spec	68E Dental Specialist	68F Physical Therapy Specialist
68H Optical Laboratory Specialist	68K Medical Laboratory Specialist	68L Occupational Therapy Spec	68M Nutrition Care Specialist
68P Radiology Specialist	68Q Pharmacy Specialist	68W Combat Medic Specialist	68Y Eye Specialist
88H Cargo Specialist	88K Watercraft Operator	88M Motor Transport Operator	91B Wheeled Vehicle Repairer
91C Utilities Equipment Repairer	91D Tactical Power Generation Specialist	91E Allied Trades Specialist	91F Small Arms Towed Artillery Repairer
91H Track Vehicle Repairer	91L Construction Equipment Repairer	92G Culinary Specialist	92L Petroleum Laboratory Specialist
94A Land Combat Electronic Missile System Repairer	94D Air Traffic Control (ATC) Equipment Repairer	94H Test, Measurement / Diagnostic Equipment (TMDE) Maintenance Support Spec	94M Radar Repairer (Radar Rep)

Chapter 8

Initial Entry Training Post-shipment actions

8-1. Purpose

Provide guidance, outline responsibilities, and describe procedures to complete contract renegotiations, reclassifications, and follow on training actions to ensure ARNG Soldiers meet DMOS qualification requirements and increase efficiency and effectiveness of training management.

8-2. Scope

This chapter applies to Soldiers who have shipped to Initial Entry Training (IET), are currently located at a training installation, and require an alteration to the training path in which they enlisted, with certain exceptions as outlined in para. 8-3i and 8-3k.

8-3. General Rules

Requests for action will be submitted to HRR-ROB-IET Section IAW procedures outlined in MS Teams at [IET Management Actions](#). For access to this channel contact ng.ncr.ngb-

arng.list.g1-hrr-iet-managers-mil@army.mil. The following rules are in effect as applicable to all requests:

- a. The RRC is the approval authority on the DA Form 4187.
- b. HRR-ROB-IET Quota Source Manager will authorize the allocation of training seats based on training availability, interests of the Soldier, and the needs of the organization.
- c. Soldiers who decline to train, or are refused remedial training, retraining, reclassification, will be REFRAD to the state for discharge.
- d. Soldiers must sign DA Form 4187 accepting renegotiation or reclassification action. Incomplete requests will be returned without action.
- e. The MOSs listed on the DD Form 1966 at the time of enlistment will be the alternative training options for Soldiers that require renegotiation or reclassification IAW paragraph 5-59k. MOS requirements must be validated against the Soldiers medical, moral, and aptitude qualifications prior to ship confirmation. If the Soldier no longer qualifies for these alternates prior to shipment, then the DD Form 1966 must be updated with qualifying MOSs.
- f. Reclassification from a Standard Training Path to an OSUT Path is not authorized. Exceptions to this policy may be considered IAW para. 8-7.
- g. Soldiers that enlist and ship under the Split Training Option are not authorized to request renegotiation to a Standard Training Path. Exceptions to this policy may be considered IAW para. 8-7.
- h. No new aptitude area (line score) waivers are authorized for reclassification. Previously approved aptitude area waivers for original MOS are not valid for reclassification qualifications. There are no exceptions to this policy.
- i. Soldiers that fail to meet the academic training standards of their original contracted MOS will not be reclassified into a MOS with aptitude area (line score) requirement(s) that exceed the aptitude area requirement(s) of the original MOS. (Example: A Soldier originally contracted as MOS 92G that has a CL requirement of 85 and requests reclassification to 92A which has a CL requirement of 90. In this example, the request would be disapproved.)
- j. Requested MOS training path start date for renegotiation or reclassification must be within 30 days of the date of submission to HRR-ROB-IET Section.
- k. Soldiers must be DMOSQ within 24 months to comply with federal statute or be REFRAD to the state for discharge.
- l. Soldiers who do not successfully complete training to become DMOSQ within the authorized number of training attempts outlined in Table 8-1 will be REFRAD to the state for discharge.
- m. Renegotiations for 09C, 09R, and 09S must be processed through NGB ROC.
- n. Personnel contracting for 09M must be processed IAW current Future Soldier Preparatory Program (FSPP) policy guidance.

8-4. Renegotiations

Soldiers who have shipped to training, but have not started BCT, that no longer meet the qualifications outlined in DA PAM 611-21 for the MOS in which they enlisted, will have their REQUEST reservation renegotiated IAW current policy. Once identified, liaisons will coordinate with the Soldier's state to select a new MOS and, if applicable, new unit of assignment. If the request is approved, responsible parties will execute the required administrative actions to facilitate the renegotiation. Once administrative actions are complete, requests for renegotiations will be sent to HRR-ROB-IET for processing. Upon completion, HRR-ROB-IET

will notify Liaison NCOs and IADT/RSP representatives for follow-on actions. ARNG Soldiers should be provided with the opportunity to complete training, become MOS qualified, and continue service.

a. ARNG Liaison NCO responsibilities:

(1) Identify Soldiers that are unable to meet established training standards and requirements.

(2) Initiate an event-oriented counseling.

(3) Notify the Soldier's state IADT Manager/RSP NCO of required action through RMS Vulcan and provide a request for a completed DA Form 4187 as outlined in Figure 8-1.

(4) Once the completed DA Form 4187 is returned, update counseling to reflect approved MOS, training requirements, unit of assignment, changes to incentives, etc. and obtain Soldier's signature in block 9.

(5) Once signed by the Soldier, return a copy to IADT Manager/RSP NCO.

(6) Provide a copy of the completed DA Form 4187 along with a request for action to HRR-ROB-IET.

(7) Once request is approved by HRR-ROB-IET, coordinate movement orders at the installation and attach to the original travel order. Course information will be provided to assist in order generation once the reservation is made.

(8) If applicable, correct deficiencies identified by HRR ROB IET.

b. State IADT Manager/RSP NCO responsibilities:

(1) Identify alternate MOS(s) within reasonable commuting distance of Soldier's home of record IAW AR 135-91.

(2) Verify Soldier is medically, morally, and administratively qualified for new MOS as outlined in DA PAM 611-21.

(3) Update RZ/ERM with required information and/or documentation to validate MOS qualification requirements.

(4) Coordinate with HRR ROB IET Section to verify training availability.

(5) Coordinate with State AUVS Manager/RRB OPS to obtain a new Vacancy Control Number and ensure Soldier is loaded into the new vacancy.

(6) Complete the requested DA Form 4187, obtain approval signature of RRC in block 13, and upload to ERM.

(7) Return completed DA Form 4187 to Liaison NCO and finalize RMS Vulcan ticket.

8-5. Reclassification

Reclassification actions may be necessary for those Soldiers who are unable to meet the training requirements of their current MOS, due to medical limitations, academic failure, or for physical or administrative reasons. The reclassification process begins with identifying Soldiers that no longer meet these requirements. Once identified, liaisons will coordinate with the training installation for eligibility determination and the Soldier's state to select a new MOS and, if applicable, new unit of assignment. If the request is approved, responsible parties will execute the required administrative actions to facilitate the reclassification. Once administrative actions are complete, requests for reclassification actions will be sent to HRR-ROB-IET for processing. Upon completion, HRR-ROB-IET will notify training installation and state representatives for follow-on actions. ARNG Soldier's should be provided with the opportunity to reclassify to become DMOSQ in a timely manner and continue service.

a. There are various situations that may require a Soldier to be remedially trained, retrained, or reclassified. It is important to understand each of these terms, required actions, and

associated processes to ensure ARNG Soldier's become DMOSQ as soon as possible.

(1) *Remedial Training* may be authorized if a Soldier does not meet the minimum training standard of their current MOS training path. Soldiers may be offered the opportunity to retrain in the ATRRS class for which they are currently enrolled. The approval authority for remedial training is the training unit Battalion Commander. No reclassification action is required.

(2) *Retraining or recycle* may be authorized if a Soldier does not meet the minimum training standard of their current MOS training path. Soldiers may be offered the opportunity to restart or "recycle" through the entire MOS training path. A new ATRRS reservation is required and will be coordinated through training installation personnel. The approval authority for retraining is the training unit Battalion Commander. No reclassification action is required.

(3) *Reclassification* may be authorized if a Soldier does not meet the minimum training standard of their original contracted MOS training path and it is determined that the Soldier is best suited to complete training in a different MOS. Reclassifications generally occur after the first retraining attempt failure of their original MOS. The number of attempts for retraining and/or reclassification will be restricted as outlined in Table 8-1. If the Soldier does not successfully complete training within the authorized number of attempts, they will be processed be processed IAW para. 8-3I of this chapter.

(a) Soldiers are authorized a maximum of two training attempts in original MOS. If they do not meet the training requirements, they must be reclassified into another MOS or REFRAD for discharge.

(b) Soldiers are authorized one reclassification opportunity. If they do not meet the training requirements within a maximum of two training attempts, they must be REFRAD for discharge.

(c) Soldiers are authorized a combination of three training opportunities maximum.

b. ARNG Liaison NCO responsibilities:

(1) Identify Soldiers that are unable to meet established training standards and requirements.

(2) Initiate an event-oriented counseling as outlined in TR 350-6.

(3) Coordinate with the installation to ensure the Soldier is given the proper ATRRS OUTSTAT (OS) and REASONS (ORC) codes in the last course of instruction. This must be completed prior to HRR ROB IET Section enrolling Soldier in the new ATRRS course.

(4) Notify the Soldier's State IADT Manager/RSP NCO of required action through RMS Vulcan and provide a request for a completed DA Form 4187 as outlined in Figure 8-2.

(5) Once the completed DA Form 4187 is returned, update counseling to reflect approved MOS, training requirements, unit of assignment, changes to incentives, etc. and obtain Soldier's signature in block 9.

(6) Once signed by the Soldier, return a copy to IADT Manager/RSP NCO.

(7) Provide a copy of the completed DA Form 4187 along with a request for reclassification to HRR-ROB-IET.

(8) Once request is approved by HRR-ROB-IET, coordinate movement orders at the installation and attach to the original travel order. Course information will be provided to assist in order generation once the reservation is made.

(9) Correct deficiencies identified by HRR ROB IET.

c. State IADT Manager/RSP NCO responsibilities:

(1) Identify alternate MOS(s) within reasonable commuting distance of Soldier's home of

record IAW AR 135-91.

(2) Verify Soldier is medically, morally, and administratively qualified for new MOS as outlined in DA PAM 611-21.

(3) Coordinate with HRR ROB IET Section to verify training availability.

(4) Complete the requested DA Form 4187 and obtain approval signature of RRC in block 13.

(5) Return completed DA Form 4187 to Liaison NCO and finalize RMS Vulcan ticket.

d. HRR-ROB-IET Section responsibilities:

(1) Receive reclassification requests and perform quality control checks.

(2) Check training availability and make the ATRRS reservation.

(3) Once complete, forward reservation information to IADT Manager/RSP NCO and Liaison NCO.

(4) Complete the reclassification request and assign the appropriate disposition.

8-6. Follow-On Training

a. Follow-on training is specifically designed for Soldiers who have completed BCT and language training from the Defense Language Institute (DLI), but still require AIT. This requires a separate transaction in ATRRS to complete their training path and prevent disruption to meeting the DMOSQ requirement. Due to the protracted training path length, it is imperative these Soldiers are identified, and training is requested in a timely manner.

b. ARNG Liaison NCO responsibilities:

(1) Notify the Soldier's state IADT Manager/RSP NCO of DLI course completion through RMS Vulcan.

(2) Coordinate with the installation to ensure the Soldier is given the proper ATRRS OUTSTAT (OS) and REASONS (ORC) codes in the last course of instruction. This must be completed prior to HRR-ROB-IET Section enrolling Soldier in the new ATRRS course.

(3) Provide a copy of the completed DA Form 330 along with a request for follow-on training to HRR-ROB-IET.

(4) Coordinate movement orders at the installation and attach to the original travel order. Provide the course information to the Soldier once the reservation is made.

(5) Notify IADT/RSP NCO of disposition and finalize RMS Vulcan ticket.

8-7. Exceptions to Policy for IET

Exceptions to policy will be considered and approved on a case-by-case basis. Requests for exceptions will be processed IAW the procedures published on HRR-ROB-IET Section MS Teams channel listed in paragraph 8-3. Approval will be based on the Soldier's status, training availability, needs of the state, and the ARNG.

ARNG-HRH (RN 601)
SUBJECT: FY 24 ARNG Accession Options Criteria (PPOM 24-017)

Figure 8-1. Renegotiation DA Form 4187

PERSONNEL ACTION		
For use of this form, see DA PAM 600-8; the proponent is the DCS, G-1.		
PRIVACY ACT STATEMENT		
AUTHORITY: 10 U.S.C. 7013, Secretary of the Army; DA PAM 600-8, Military Human Resources Management Administrative Procedures.		
PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.		
NOTE: For additional information see the System of Records Notice A0600-8-104 AHRC. https://dpcl.dod.mil/Portals/49/Documents/Privacy/SORNs/A0600-8-104-AHRC.pdf		
ROUTINE USE(S): There are no specific routine uses anticipated for this form; however it may be subject to a number of proper and necessary routine uses identified in the system of records notice(s) specified in the purpose statement above.		
DISCLOSURE: Voluntary, however, failure to impart pertinent information may result in a delay or error in processing the request for personnel action.		
SECTION I - PERSONAL IDENTIFICATION		
1. THRU (Include ZIP Code) ARNG-HRR-O 85 Chamberlain St. BLDG 6579 Fort Knox, KY 40121 ng.ncr.ngb-armg.list.g1-hrr-iet-managers- mil@army.mil	2. TO (Include ZIP Code) TRAINING SITE ARNG LNO OFFICE Ex. (Ft Sill ARNG Liaison 6005 Bessinger Rd Ft. Sill, OK 73503)	3. FROM (Include ZIP Code) STATE RRB Ex. (Alaska RRB) (Include Address)
4. NAME (Last, First, MI) Smuffy, Joseph M.	5. GRADE OR RANK / PMOS / AOC PV2/31B	6. DOD ID NUMBER 1234567890
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify): MOS Renegotiation (RENO)
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required) _____		10. DATE (YYYYMMDD) _____
SECTION IV - REMARKS (Applies to Sections II, III, and V)		
1. SM SSN: _____		
2. Reason for RENO: _____		
3. SM renegotiation to: MOS _____ PARA _____ LIN _____ UIC _____ VCN _____ / From: MOS _____ PARA _____ LIN _____ UIC _____		
4. New Unit Address: _____		
5. Soldier meets all Medical, Moral, and Admin qualifications per DA PAM 611-21, Ch. 10c.: _____ (Initials)		
6. Waiver completed for new MOS? Circle: Moral / Medical / Admin / None: _____ (Initials)		
7. SM understands incentives eligibility could change with re-class (has been counseled by ARNG LNCO) : _____ (Initials)		
8. State Point of contact for this action is: Name: _____ Phone: _____ Email: _____		
SECTION V - CERTIFICATION / APPROVAL / DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein - <input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER / AUTHORIZED REPRESENTATIVE BN CDR or RSP CDR	13. SIGNATURE _____	14. DATE (YYYYMMDD) _____

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Figure 8-2. Reclassification DA Form 4187

PERSONNEL ACTION			
For use of this form, see DA PAM 600-8; the proponent is the DCS, G-1.			
PRIVACY ACT STATEMENT			
AUTHORITY: 10 U.S.C. 7013, Secretary of the Army; DA PAM 600-8, Military Human Resources Management Administrative Procedures.			
PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.			
NOTE: For additional information see the System of Records Notice A0600-8-104 AHRC. https://dpcld.defense.gov/Portals/49/Documents/Privacy/SORNs/Army/A006-8-104-AHRC.pdf			
ROUTINE USE(S): There are no specific routine uses anticipated for this form; however it may be subject to a number of proper and necessary routine uses identified in the system of records notice(s) specified in the purpose statement above.			
DISCLOSURE: Voluntary, however, failure to impart pertinent information may result in a delay or error in processing the request for personnel action.			
SECTION I - PERSONAL IDENTIFICATION			
1. THRU (Include ZIP Code) ARNG-HRR-O 85 Chamberlain St. BLDG 6579 Fort Knox, KY 40121 ng.ncr.ngb-amg.list.g1-hrr-iet-managers- mil@army.mil	2. TO (Include ZIP Code) TRAINING SITE ARNG LNO OFFICE Ex. (Ft Sill ARNG Liaison 6005 Bessinger Rd Ft. Sill, OK 73503)	3. FROM (Include ZIP Code) STATE RRB Ex. (Alaska RRB) (Include Address)	
4. NAME (Last, First, MI) Smuffy, Joseph M.	5. GRADE OR RANK / PMOS / AOC PV2/31B	6. DOD ID NUMBER 1234567890	
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)			
7. The above Soldier's duty status is changed from _____ to _____ _____ effective _____ hours, _____			
SECTION III - REQUEST FOR PERSONNEL ACTION			
8. I request the following action: (Check as appropriate)			
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card	
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags	
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations	
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS	
<input type="checkbox"/> Reassignment Extreme Family Problems	<input checked="" type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB	
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify): MOS Reclassification	
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members		
9. SIGNATURE OF SOLDIER (When required)			10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V)			
1. SM SSN: _____			
2. Reason for re-class: _____			
3. SM re-classed to: MOS _____ PARA _____ LIN _____ UIC _____ / From: MOS _____ PARA _____ LIN _____ UIC _____			
4. New Unit Address: _____			
5. Solder meets all Medical, Moral, and Admin qualifications per DA PAM 611-21, Ch. 10c.: _____ (Initials)			
6. Waiver completed for new MOS? Circle: Moral / Medical / Admin / None: _____ (Initials)			
7. SM understands incentives eligibility could change with re-class (has been counseled by ARNG LNCO) : _____ (Initials)			
8. State Point of contact for this action is: Name: _____ Phone: _____ Email: _____			
SECTION V - CERTIFICATION / APPROVAL / DISAPPROVAL			
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein - <input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED			
12. COMMANDER / AUTHORIZED REPRESENTATIVE BN CDR or RSP CDR	13. SIGNATURE	14. DATE (YYYYMMDD)	

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Chapter 9

Enlistment and accession programs and options

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

The Officer Candidate School (OCS) Enlistment option 09S should be used to entice NPS/PS applicants to join the ARNG and become a Commissioned Officer. The intent of the OCS enlistment option is to attract applicants into the ARNG and provide an additional source of candidates for OCS. OCS enlistment standardization is needed to improve accession quality, packet accuracy, and packet completion, to aid in shaping the force. All applicants must meet the criteria for enlistment and federal recognition. All PS and NPS applicants must serve a 6- year SELRES upon appointment (i.e. it starts at appointment, regardless of previous service). All NPS OCS applicants must take a DODI physical at the MEPS, have a validated checklist (HRR Form 200), control number, and an approved security interview before REQUEST reservation is held and enlistment is completed.

a. Basic eligibility (NPS/PS).

- (1) Meet the basic enlistment eligibility standards of AR 601-210.
- (2) Be a U.S. Citizen.
- (3) Must provide official transcripts showing a minimum of 90 semester hours from an accredited college or university prior to enlistment or a baccalaureate degree of higher.
- (4) Meet the eligibility criteria for Federal recognition in NGR 600-100, except as changed in this paragraph.
- (5) Achieve a General Technical Aptitude Area (GT) score of 110 or higher. No waiver authorized for this requirement.
- (6) Qualify for 09S as outlined in DA Pam 611-21, at the time of enlistment.
- (7) Contract for a minimum of 6 years (NPS), or 3 (PS) applicants.
- (8) Security clearance is required prior to commissioning. Security Interview will be done at MEPS prior to enlistment.
- (9) OCS applicants with the law violations require ARNG-HRR-O-ASO suitability review. Offenses listed below will required a TAG exception memorandum that authorizes the applicant to continue processing.
 - (a) Any offense with a fine amount of \$500 or more.
 - (b) Any offense where confinement was ordered, regardless of suspended sentence or deferred disposition.
 - (c) Any offense resulting in a conviction or OAD listed as misconduct (300).

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

- (1) Age.
 - (a) NPS applicants must be at least 18 and not have passed their 35th birthday prior to enlistment.
 - (b) PS applicants must be able to complete the Accelerated OCS course and commissioning requirements prior to reaching age 42.
 - (c) Requests for exception will be processed through ARNG-HRH-O.
- (2) Education. Must provide official transcripts showing a minimum of 90 semester hours from an accredited college or university prior to enlistment or a baccalaureate degree or higher.

(3) Training. Applicants will be formally counseled to ensure they understand the training path for Accelerated OCS.

c. Federal OCS. To meet the requirements for Federal OCS, applicants will:

(1) Age.

(a) NPS applicants must be at least 18 years of age, have not reached their 33rd birthday at the time of shipment to BCT and must accept a commission prior to age 34.

(b) PS applicants must not have reached their 33rd birthday at the time of shipment to BCT and accept a commission prior to age 34.

(c) Requests for exception will be processed through ARNG-HRR-O.

(2) Education. Must provide official transcripts from an accredited college or university conferring a baccalaureate degree or higher prior to enlistment.

(3) Training.

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

(b) Be formally counseled to ensure they understand the training path for Federal OCS.

(4) Obtain a memorandum for record signed by an O-3 or higher, which confirms the applicant attended and was recommended by, and in-person or telephonic board conducted by the RRB. The board will consist of three Commissioned Officers in the pay grade of W-3, O-3; or higher, and the ranking member will be the board president.

d. State OCS. Applicants must meet the following requirements.

(1) Age.

(a) NPS applicants must be at least 18 and not have passed their 35th birthday prior to enlistment.

(b) PS applicants must be able to complete the State OCS course and commissioning requirements prior to reaching age 42.

(c) Requests for exception will be processed through ARNG-HRR-O

(2) Education. Must provide official transcripts showing a minimum of 90 completed semester hours or a baccalaureate degree or higher.

(3) Training.

(a) Soldiers must attend Army BCT prior to the start date of State OCS.

(b) Be formally counseled to ensure they understand the training path for State OCS.

e. Personnel management of OCS applicants.

(1) Applicants who contract under an Enlisted MOS enlistment option are not authorized to renegotiate (RENO) into Officer producing enlistment options (09R/09S).

(2) 09S applicants (NPS and PS) require a MEPS DoDI physical as outlined in 6130.03 Vol 1 for enlistment. The physical is not required prior to request/receipt of the 09S control number.

(3) RRNCO(s) will complete the enlistment packet in RZ using the HRR Form 200.

(4) State Waivers Analyst will QC the packet and submit a suitability workflow to ARNG-HRR-O-ASO. Processing may continue once the control number has been issued.

(5) MEPS GCs will contact the ROC to make reservations in REQUEST using MOS 09S10. OCS applicants may be trained at any basic training installation. NPS State OCS reservations will be pulled as an alternate Phase I trainer (split) for BCT only. An MRD date is required to be added in REQUEST but is not needed on the MEPS travel order.

(6) Soldiers may be carried excess in any unit to which assigned. For State OCS, upon

entering Phase I, the Soldier may be assigned to a position at the discretion of The Adjutant General (TAG) of each State.

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

(a) Soldiers who enter the State or Accelerated OCS program and attached to the RTI will be advanced to pay grade E-5 on the first day of Phase I.

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

(c) Soldiers who voluntarily withdraw from or are involuntarily removed from the OCS program or fail to be commissioned must enter IET immediately. These Soldiers are required to complete their remaining service obligation.

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

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

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

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

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

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

(2) Conduct waivers will not be authorized for NPS applicants for any offenses that take place after enlistment and prior to commissioning.

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

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

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

This enlistment option allows applicants who meet the minimum DA Warrant Officer MOS proponent requirements to enlist into the ARNG and become a warrant officer. In addition, this option offers NCOs who are separating from Active Duty and from other services the ability to apply for entrance into the ARNG Warrant Officer Education System (WOES). Enlisted status within the ARNG is required for WOES application submission. The Soldier's chain of command will make every effort to facilitate and assist the applicant through the Warrant Officer Predetermination and Appointment process. Applicants of the Warrant Officer Flight Training (WOFT) program will attend Federal WOCS.

a. Basic eligibility for NPS WOFT. Applicants can enlist under this program to attend "Flight School only". To be eligible for the WOCS enlistment option, applicants will:

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

- (2) Be less than 33 years of age upon board selection.
- (3) Be a U.S. Citizen.
- (4) Be a high school graduate or higher.
- (5) Achieve GT Score of 110 or higher.
- (6) Achieve a minimum score of 40 or higher on Selection Instrument for Flight Training (SIFT)

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

(8) Must be able to attain a security clearance prior to attending WOCS.

Security clearance will be initiated by MEPS upon enlistment.

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

(10) MEPS GCs will ensure all WOFT participants attend BCT at Ft. Jackson.

b. Personnel management of WOFT applicants. Applicants must be enlisted based on a valid reserved aviation vacancy as a 09W and must be scheduled for BCT and WOCS.

States will coordinate with NGB-G1 AVN to move available State Initial Entry Rotary Wing (IERW)/Flight Quota within the same quarter as graduation from WOCS.

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

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

(3) Program availability is limited to Aviation IERW training seats allocated to the applicable State. Training path and resources for BCT/WOCs will be centrally funded and coordinated prior to enlistment with ARNG-HRR. Funding and orders will be coordinated with State Quota Source Manager and State G-3.

(4) State WOSM must coordinate with the RRNCO to create a Recruiter Zone (RZ) projection under the "administrative tab".

(5) The State WOSM will use HRR Form 206 (ARNG Warrant Officer Flight Training Program Application) and submit the following documents to ARNG-HRR Warrant Officer Section ng.ncr.ngb-arng.mbx.hrr-wo-accessions@army.mil to obtain an enlistment signature and create the training path for the projected applicant to enlist. HRR Form 206 is available on [MilSuite](#).

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

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

(c) Approved Class I Flight Physical (Must have Ft Novosel Approval Stamp).

(d) SAAO flight selection approval memorandum.

(e) CCWO Endorsement.

(f) OPAT test results with physical demand category of "HEAVY".

(6) RRNCOs will upload signed HRR Form 206 and complete packet into RZ and submit the projection.

(7) Control number will be sent to the RRNCO through RZ.

(8) The following statement must be entered in the remarks section of the DD Form 1966: "I am enlisting for the Warrant Officer Flight Training (WOFT) Enlistment Option. I understand I must complete basic training and Warrant Officer Candidate School (WOCS) to attend Initial Entry Rotary Wing (IERW) training. I also understand that if I fail to complete any part of this

training path, I will be required to attend Advanced Individual Training (AIT) or be discharged without board action or appeal.”

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

c. Basic eligibility (Current In-Service or PS applicants) WOCS Enlistment Option. Current in- service or PS applicants must contact the State WOSM at the following site: [WOSM Contacts | Army National Guard](#) or Reserve Officer Career Counselor (ROCC), if currently serving on Active Duty, to complete an application for WOCS. To be eligible for the WOCS enlistment option, applicants are required to:

(1) Have served in any Active or Reserve Component of the U.S. Armed Forces, with no more than a 36-month break in service from last separation.

(2) Meet the enlistment eligibility standards and all prerequisites appointment to Warrant Officer as outlined in AR 601-210, AR 611-110 and NGR 600-101.

(3) Be less than 46 years of age for technical applicants; less than 33 years of age for aviation applicants.

(4) Be a U.S. Citizen.

(5) Achieve GT score of 110 or higher.

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

(7) Meet the physical standards for appointment outlined in AR 40-501, Chapter 4 (Flight Physicals) or DoDI physical as outlined in 6130.03 Vol 1 (Commissioning Physicals).

(8) Pass the Army Combat Fitness Test.

(9) Attain minimum of a Secret security clearance or be able to attain Top Secret if required for qualification in the WO MOS.

(10) Possess the required enlisted feeder MOS and meet the minimum DA MOS proponent prerequisites for the Warrant Officer position.

(11) Army Aviators are required to serve a 10-year MSO.

d. Personnel management of current in-service or PS applicants.

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

(2) Service Obligation.

(a) PS applicants with remaining MSO must enlist in the SELRES for 1 year or the balance of their MSO whichever is greater.

(b) Upon completion of WOCS, the service member will serve a 6-year contractual obligation running concurrently with remaining statutory obligation, reference AR 135-91.

(c) This period must be served an active drilling status in the ARNG.

(d) Applicants have 1 year from the date of enlistment to complete their Warrant Officer Predetermination and be enrolled into Warrant Officer Candidate School.

(3) Applicants will be counseled concerning PS RC Warrant Officer Enlistment Option 09W and agree to participate in all requirements prior to enlistment. The statement in Table

9-1 will be entered in the remarks section of the DD Form 1966 or DA Form 7249-R and the applicant will acknowledge (initial) each of the potential actions that may occur if they fail to meet the requirements as stated.

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

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

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

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

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

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

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

f. WOCS Training Options.

(1) All 09W applicants MUST be coordinated and approved to process with the ROC at least 48 hours prior to the applicant being scheduled for accession at the MEPS.

(2) Have a suitability control number from the ASO.

(3) Have an enlistment control number as outlined in para. 9-2b (6) and create the training path for the projected applicant to enlist (comes from ARNG-HRR Warrant Officer Section).

(4) Applicant must be holding a 09W1O vacancy.

(5) Applicant will attend the first available IADT that aligns with due to limited training opportunity.

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

(b) Federal WOCS. To meet the requirements for Federal WOCS, applicants must meet minimum eligibility criteria for either technical warrant or aviation warrant. For WOFT reservations, the MEPS GC will make reservation in REQUEST using MOS 09W1O and set a training path for BCT to WOCS identified on the HRR Form 206.

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

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

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

_____ "I may be administratively reduced to the grade authorized by the position to which I am assigned."

_____ "I may be discharged and transferred to the USAR Control Group."

_____ "I may be discharged from the ARNG in my present grade, providing no Military Service Obligation (MSO) exists. Provided I have no remaining MSO, I may request discharge in the event I become ineligible for the WO program prior to the completion of WOCS."

9-3. Retired Regular Army Warrant Officer

This Accessions option allows Regular Army Warrant Officers retirees who meet the minimum DA WO MOS proponent requirements, and suitability requirements to join the ARNG. Although a RA WO may start the process prior to release from active duty (REFRAD), they must be released from active duty and placed on the retired list to be eligible for appointment in the ARNG. See [PPOM 21-056](#) for more information.

a. Basic eligibility RA Retired Warrant Officer. There is no established timeframe for when a Retired RA Warrant Officer can request accession into the ARNG. To be eligible for accession applicants must:

- (1) Possess a valid Warrant Officer MOS (accession is only authorized in existing MOS only).
- (2) Meet the eligibility standards for Warrant Officer IAW in AR 601-210, NGR 600-101, and AR 611-110.
- (3) Meet medical standards based on a Chapter 2 Commissioning Physical and Flight Physical (Chapter 4, Class I).
- (4) Meet the mental, and conduct requirements outlined by NGR 600-101 and AR 40-501.
- (5) Attain minimum of a Secret security clearance or be able to attain Top Secret if required for qualification in the WO MOS.

b. Personnel management of RA Retired Warrant Officer.

- (1) The ROCC/State WOSM will verify the eligibility of the RA Soldier by reviewing prior service administrative documents.
- (2) The ROCC/State WOSM will complete the HRR Form 207A form and forward to the State Command Chief Warrant Officer (CCWO) for certification.
- (3) The State CCWO will obtain TAG approval utilizing the HRR Form 207A. The HRR Form 207A replaces the requirement for a Memorandum of Acceptance (MOA).
- (4) The WOSM will work with the State Officer Personnel Management (OPM) for Federal recognition and will ensure the initial VA Form 21-8951-2 or DA Form 7894 are completed and signed before final accession.

(5) Service Obligation. Upon accession, the service member will incur a 2-year contractual obligation. This service Obligation may be waived by the State TAG.

Note: Applicants are responsible for submitting the proper forms (VA Form 21-8951- 2 or DA Form 7894) to the Department of Veteran's Affairs (VA) and ensuring annual review is completed (to include uploading into IPERMS).

9-4. Reserve Officers' Training Corps/Simultaneous Membership Program (SMP)

The Reserve Officers' Training Corps (ROTC) SMP is a voluntary officer-training program designed to increase the number of ROTC officers available for Reserve Forces Duty. Applicants will meet eligibility requirements listed in USACC Regulation 145-1. All 09R applicants must complete a chapter 2 MEPS physical, have a validated checklist (HRR Form 200), control number via RZ workflow and review from ARNG-HRR-O-ASO before REQUEST reservation and enlistment. SMP applicants are divided into two categories, Potential SMP and Contracted Cadet/SMP.

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

- (1) Be a U.S. Citizen, LPR, or U.S. National, to include persons born in American Samoa or the Swain Island.
- (2) Meet the age requirement for enlistment.
- (3) Have AFQT of 31 or higher.
- (4) Applicants who require a suitability review, a civil conviction waiver, or administrative waiver for separations are not authorized to access until granted approval.
- (5) Meet medical fitness standards as outlined in DoDI 6130.03, Vol 1.
- (6) Be enrolled in a full-time regular course of instruction leading to a baccalaureate or advanced degree at an eligible institution hosting or having a cross-enrollment agreement or extension center agreement with another institution hosting an Army ROTC program.
- (7) High school seniors are not eligible for SMP enlistment option. Exceptions may be granted by ARNG-HRR- O-ASO for high school Minuteman nominees and GRFD scholarship recipients, include TAG/CASA Minuteman nomination letter or GRFD award letter in the exception request.
- (8) Be enrolled as MS I or II or enroll in MS I or MS II upon start of college. College juniors beginning ROTC must be enrolled in MS III.

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

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

(a) MEPS GC will contact the ROC to pull reservation requiring BCT. Applicant will be holding a skill level 1 vacancy in REQUEST 3.0 built as 09R1O00YY. Applicant will be built as a 09R1O00YY on the 680-ADP page in iKrome.

(b) Applicants that enlist under this option must become a contracted Cadet and supply a NGB Form 597-3 or a GRFD control number showing they have received and

accepted a scholarship.

(2) Applicants that have initialed NGB Form 594-1, Section II, "I am not required to complete basic training prior to enrollment in Advanced ROTC Course," will not be required to attend Basic Training prior to becoming a contracted cadet with the following requirements.

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

(b) MEPS GCs will contact the ROC to pull reservation not requiring BCT. Applicant will be holding a skill level 2 vacancy in REQUEST 3.0 built as 09R2O00YY. Applicant will be built as 09R1O00YY on the 680-ADP page in iKrome. After the reservation is pulled GC will update the OPAT scores, enlist confirm and ship confirm. If ship confirm is not allowed, GC must submit JPAS ship workflow to ASO. Once that is complete, the GC should be able to ship confirm.

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

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

(4) "I am not required to complete basic combat training prior to enrollment in Advanced ROTC Course. I understand I have 365 days from date of accession to obtain a DA Form 597-3 or be awarded a GRFD scholarship. If I fail to become a contracted cadet or be awarded a scholarship, I agree to renegotiate to an enlisted MOS within 180 days from the memo drop date."

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

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

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

(2) Meet the age requirement for enlistment.

(3) Have an AFQT of 31 or higher.

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

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

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

e. Personnel management of 09R applicants.

(1) PS applicants will enlist for a minimum term of service of 4 years. NPS applicants will enlist for an 8-year term of service (minimum 4 x 4 option).

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

SMP are fulfilled.

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

(4) Soldiers who voluntarily withdraw from or are involuntarily removed from SMP must enter IET within 180 days of the effective date of the ROTC disenrollment memo. These Soldiers are required to complete their remaining service obligation. Soldiers who refuse to attend or cannot be DMOSQ within 24 months of enlistment date will be immediately discharged.

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

f. Service Obligation. Applicants incur an 8-year statutory obligation and a mandatory Ready Reserve participation obligation.

9-5. Foreign Language Recruiting Initiative (FLRI) 09C enlistment option

The FLRI 09C enlistment option is authorized for all ARNG RRBs. To fully maximize the FLRI and its utility to the ARNG, it will be open to anyone for whom English is a second language.

a. Authorization FLRI enlistments are authorized in all four quarters of the fiscal year (may be closed at any point in the FY due to overall CAT IV percentage).

b. Eligibility.

(1) Be a high school graduate.

(2) Be a NPS applicant.

(3) Attain an Armed Forces Qualification Test (AFQT) score of 21-30 with a qualifying line score of 54 in the AO subtest. Applicants with a 31 AFQT or higher will be enlisted for any program they qualify for, to include those applicants required to attend English as a Second Language (ESL) training. If the individual took the High School ASVAB, they must retest at the MEPS utilizing the iCAT ASVAB. Mobile Examination Test (MET) Sites are not authorized for FLRI applicants. It is not authorized to grant an exception to the AO raw score.

(4) Must take the TAPAS but are not required to achieve a passing score.

(5) Achieve a score between 35 and 74 on the English Comprehension Language Test (ECLT) or American Language Course Placement Test (ALCPT) at the MEPS. ARNG-HRR-O-ASO can grant an ETP for up to 5 points to meet the minimum of 40 points on the ECLT. Applicants are not authorized to retake the ECLT to lower their score to qualify for the FLRI program.

(6) Be assigned to the State JFHQ in an excess position until completion of ESL training, retesting, and renegotiation of MOS and unit.

(7) FLRI applicants will be informed of the following:

(a) Soldier will not initially be guaranteed training in any specific MOS/CMF.

(b) Soldier will not initially be guaranteed an assignment to any specific station, unit, command, or area.

(c) Soldiers will be required to attend the ESL Program at Lackland AFB, TX for up to 30 weeks based on current ECLT score.

(8) All FLRI applicants whose primary language is not English will access as MOS 09C1L00YY and in-process with the Reception Battalion at Fort Sill, OK prior to attending

ESL at Lackland AFB, TX. The MEPS GC will ensure that all FLRI applicants accessing under the FLRI option reflects RECBN at Fort Sill, OK.

c. Personnel management upon ESL Program completion.

(1) Soldier will be administered the ECLT or the ALCPT upon completion of ESL Program. Soldiers scoring 75 or greater, will be required to take the Armed Forces Classification Test (AFCT). If the Soldier fails to attain the required score of 75 or better on the ECLT, the individual will be separated from the Army National Guard as an entry-level separation, regardless of AFQT and aptitude area scores. Telephonic waivers to this rule will be reviewed on a case-by-case basis by ARNG-HRR-O for Soldiers scoring 70-74.

(2) The resulting scores from the AFCT will become the scores-of-record from which qualifications for training and enlistment programs will be determined. If an AFCT of at least 21 is not obtained with at least one qualifying aptitude area score, the Soldier will be assigned an MOS and enlistment program based on their initial ASVAB score.

(3) Soldiers failing to qualify for an MOS will be discharged.

(4) Soldiers discharged from the FLRI program, regardless of reason, will not be eligible to re-enter the FLRI program. These applicants will be considered GNPS.

(5) RENO's will be managed through the LNO and coordinated with the RRB.

9-6. ARNG college first enlistment option (TH)

The Army National Guard College First (NGCF) enlistment option provides NPS applicants the opportunity to serve in the ARNG and complete up to 2 years of full-time education. Applicants that enlist under this option may be stabilized for up to 24 months upon completion of IET and reporting DMOSQ to the unit of assignment.

a. Application. This policy applies to NPS applicants only. This policy does not apply to anyone enlisting under the 09S or 09R enlistment option. Warriors who have enlisted and have not shipped to training are not authorized to RENO their contract for this option.

b. Implementation.

(1) Due to the stabilization element of the NGCF option, each State may elect to not offer this option to eligible applicants.

(2) TAG of each State is the ultimate authority for the development and implementation of the State Strength Maintenance programs. States may elect not to offer this option to eligible applicants. If a State elects to opt into the Enlistment Option, they are responsible for publishing their own stabilization guidance.

c. Eligibility. To be eligible for the NGCF enlistment option, applicants must:

(1) Be a NPS HSSR, HSDG, or a HSDG equivalent.

(2) Meet enlistment eligibility criteria as stated in AR 601-210 and current FYARNG AOC.

(3) Have an AFQT of 50 (CAT 1-III A) or higher on the ASVAB.

(4) Enlist on a 6x2 or 8x0 contract.

(5) Complete IET using the standard training path and report DMOSQ to the unit of assignment (split or alternate training is not authorized).

(6) Be accepted as a resident or online student (full-time) to a college or university that is accredited by the U.S. Department of Education within 180 days of reporting DMOSQ.

d. Processing.

(1) RRNCO.

(a) For applicants currently enrolled in a college or university, the HRR Form 901 is required and will be uploaded into the applicant's electronic record ERM/RZ.

(b) Applicants currently attending a resident or online college or university, a HRR Form 901 is required along with a current transcript. These documents will be uploaded into the applicant's ERM/RZ.

(c) Use the HRR Form 800 to counsel applicants on all requirements.

(2) MEPS GC.

(a) The MEPS GC will process applicants by selecting the code "TH" (College First ARNG Duty) in the available recruiting test programs drop down box. Verify with the ROC, which States have opted into the Enlistment Option.

(b) Upon verification of a letter of acceptance, HRR Form 901 (if applicable) and current college transcript (if applicable), the MEPS GC will ensure the following comment is annotated on the DA Form 1966 remarks "I understand I am enlisting in the College First Enlistment Option."

(c) The MEPS GC is responsible for explaining NGCF requirements and benefits outlined in the HRR Form 800 (College First Enlistment Option Statement of Understanding) Guard Annex. The completed form will be uploaded into the applicant's record.

(3) Systems Processing. States will manually track College First applicants. ARNG/IPPS-A will provide coding requirements to accommodate these Soldiers in the IPPS-A system. Any technical issues or questions can be directed to ARNG Human Resources Personnel – Systems (ARNG-HRP-S).

e. Restrictions. To maintain eligibility in the program, the Soldier must:

(1) Remain an active participant in an ARNG unit, be in good standing, and not currently suspended of favorable personnel action for any reason.

(2) Not receive a grade point average (GPA) below 2.0 for any 2 consecutive semesters.

(3) Provide the assigned unit an official transcript within 30 days of the end of each semester. This will be used to validate full-time status and GPA.

(4) Not be discharged or separate from the Selected Reserve.

(5) Not fail two consecutive ACFTs or two consecutive Body Fat screening.

(6) If a NGCF Soldier elects to enter the Inactive National Guard (ING), the Soldier will be removed from the NGCF program. The Soldier will not be eligible to continue the NGCF upon return from the ING.

f. Mobilization/activation.

(1) Due to the stabilization element of the NGCF option, each State may elect not to offer this option to eligible applicants.

(2) Soldier who volunteer for mobilization or State Active Duty (SAD), waive their NGCF stabilization period.

(3) Soldiers who enlist under the NGCF option may be mobilized at the commander's discretion for any Domestic Support of Civil Authorities (DSCA) mission. The Soldier may be eligible to continue NGCF option upon completion of the mission.

g. Incentives. NGCF applicants are eligible for ARNG incentives provided they meet criteria outlined in the current ARNG Selected Reserve Incentive Program (SRIP).

h. Tracking.

(1) Transcripts/college enrollment verification letter are required and must be provided to the company/battery/troop commander stating the Soldier is enrolled as a full-time student before each semester. A full-time student is defined as enrolled in 12 or more credits per semester or 9 or more credits per quarter.

(2) States are responsible for tracking the stabilization period of NGCF enlistments and ensuring they meet the criteria to remain in a non-deployable status. The stabilization start- and projected end-dates will be annotated. States will maintain a roster of all NGCF Soldiers within their State to ensure these Soldiers are not included on the mobilization lists during the stabilization period.

i. Removal process. If the Soldier fails to maintain eligibility for this option, commanders will notify the Soldier, in writing, of the disqualifying reason(s). The memorandum will include the basis of disqualification and the effective date of removal. A copy of the memorandum will be provided to the Soldier and uploaded into their iPerms. The effective date of removal will be recorded and tracked as outlined above. Soldier will be returned to State no longer under the College First Enlistment Option. SMs who are scheduled for training and subsequently enroll in college in which the semester begins prior to the ship date will be held to their ship date and required to postpone their college start date.

9-7. ARNG Special Forces (18X) enlistment option

The Army National Guard Special Forces (18X) enlistment option provides NPS applicants the opportunity to enlist into the Special Forces training pipeline. Applicants who enlist under this option will attend 11B OSUT and will return to their State Duty Military Occupational Skill Qualified (DMOSQ) in the event they fail to complete Special Forces training.

a. Authorization. The 18X enlistment option is authorized for all ARNG RRBs with force structure to support the enlistment.

b. Eligibility. To be eligible for the 18X enlistment option, applicants must:

(1) Be a U.S. Citizen (non-Waiverable).

(2) Be 20 years of age by ship date to CMF 11 OSUT and have not reached their 35th birthday.

(3) Must enlist 6x2 or 8x0.

(4) Qualified and volunteer for Airborne training (must have Airborne stamp on physical).

(5) Must have a minimum General Technical (GT) score of 110 and a minimum Combat Operation score of 100. If applicant does not have the required score, then they may take the AFCT/ASVAB to attempt to raise their line scores.

(6) Be a high school graduate or higher. General Education Development (GEDs) are Waiverable on a case-by-case basis.

(7) No derogatory or adverse information, provided within the Standard Form (SF) 86, that would preclude the granting of a security clearance. Must be able to attain a Secret or Top-Secret security clearance.

(8) Medical fitness Standards.

(a) Must have an approved Special Forces Physical prior to Special Forces Assessment and Selection.

(b) Must have the ability to complete a HALO physical during attendance in the Special Forces Qualification Course (SFQC).

(c) Female Soldiers must have a negative pregnancy test within 30 days of Special Forces Assessment and Selection (SFAS) report date.

(d) Have a physical profile rating of no less than 111221 and meet additional requirements for vision in accordance with AR 40-501 or be willing to undergo refractive eye surgery.

(9) Complete Hyperbaric Oxygen Chamber certification upon completion of HALO physical.

(10) Be enlisted in pay grade E-2 or above (based on HQDA exception for this option).

(11) Be able to swim 50 meters wearing boots and an Army Combat Uniform (ACU) prior to graduating the Special Forces Qualification Course.

c. Processing.

(1) The MEPS GC is responsible for explaining to the applicant they will be required to serve the remainder of their commitment in their PMOS (11B) in the State of entry into the ARNG if unable to complete Special Forces training to become CMF 18 DMOSQ.

(2) The MEPS GC will ensure the orders reflect 18X. For further orders processing guidance see the MEPS Processing PPOM.

d. Incentives. 18X applicants are eligible for ARNG incentives provided they meet criteria outlined in the current ARNG Selected Reserve Incentive Program (SRIP) guidance.

e. If an applicant has an approved NGB CSG Medical Waiver, MEPS will not administer the Airborne Physical. This requires an 18 Series Airborne exception, contact the ARNG-HRR-O-ASO for assistance.

9-8. English as a Second Language (ESL)

The ESL program for non-FLRI applicants, is designed to improve an applicant's English-speaking ability. Applicants who do not meet FLRI criteria that score between 35-74 on the ECLT, and >31 AFQT on the ASVAB, will attend ESL training at Lackland AFB. This is available for both NPS and PS applicants. Refer to AR 601-210 paragraph 5-1.

a. Exceptions to policy will not be entertained for ECLT scores under (less than) 40.

b. Applicants will be assigned an MOS they qualify for based on current ASVAB (line scores) and is a primary "ARNG AUVS Top-Loaded vacancy" (but are not authorized to enlist into an MOS or enlistment option that requires additional (specialty) training e.g. FSPP, 35M/35P (DEFLANG) and or an MOS requiring AIT length beyond 24 weeks.

c. Warriors will in-process at Ft. Sill, prior to attending ESL at Lackland AFB, TX. The RFO will ensure orders associated with ESL reflects Ft. Sill, OK as the Reception Battalion (RECBN).

d. Minimum "AO" score for ESL is not required.

e. GCs will contact the ROC to pull ALL FLRI or ESL reservations.

f. General information for ESL.

g. ESL attendance cannot be waived, once an applicant is administered the ECLT and requires ESL training due to a score between 35-74, that score remains valid, and they will require ESL.

h. ECLT retest period is 30 days from initial test, 30 days from the second test, and then

a 6-month waiting period for the third test.

i. Applicants that score a 75 or higher on the ECLT are not authorized to retest to score lower to qualify for FLRI.

j. All applicants that have resided in the US less than 1 year require the ECLT prior to enlistment. The exception to use this policy is for applicants from countries where English is the native language and English is the applicants only language spoken (England, Ireland, Scotland, Australia, New Zealand, Jamaica, Bahamas, Barbados, Belize, Grenada, Guyana, Malta, St. Kitts and Nevis, St. Lucia, Dominica, Antigua / Barbuda, Trinidad, and Tobago).

k. Applicants processing in Puerto Rico will only be required to take the ECLT if they are demonstrating a language barrier or if they have scored below a 31 on the ASVAB.

Applicants from Puerto Rico will only be required to take the ECLT if they demonstrate a language barrier or if they score below a 31 on the ASVAB. Applicants in Puerto Rico that score between a 21-30 on the ASVAB and between 35- 74 on the ECLT will enlist as 09C. Applicants from Puerto Rico that score between a 21-30 on the ASVAB and 75 or higher on the ECLT, will enlist as 09M.

l. Applicants that previously processed for enlistment in Puerto Rico and did not meet the ECLT or AO requirement for FLRI, will still be required to have a passing ECLT or AO score to process. This group has already demonstrated there is a language barrier, an ASVAB retest with a 31 or higher would not qualify them for enlistment, a passing ECLT or ECLT/AO if FLRI, would be required.

m. Applicants will be assigned an MOS they qualify for but are not authorized to enlist into an MOS or enlistment option that requires additional (specialty) training (e.g. FSPP, 35M/35P (DEFLANG), and/or an MOS requiring AIT length beyond 24 weeks (need to all agree).

Appendix A References

Section I Required publications.

AR 601-210
Active and Reserve Components Enlistment Program

Section II Related publications

A related publication is a source of additional information. The user does not have to read it to understand this publication.

United States Code **Title 10 U.S.C Section 671**

Members not to be assigned outside the United States before Completing Training

Department of Defense Publications Available at [DoD Issuances](#).

DoDI 1312.1-I
Occupational Conversion Index

DoDI 6130.03
Medical Standards for appointment, enlistment, or induction into military services

DOD Manual 1145-02
Military Entrance Processing Station

Army Publications
Unless otherwise stated, all publications are available at [Army Publications](#).

AR 40-501
Standards of Medical Fitness

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

AR 135-178
Enlistment Administrative Separations

AR 135-180
Retirement for Non-Regular Service

ARNG-HRH (RN 601)
SUBJECT: FY 24 ARNG Accession Options Criteria (PPOM 24-017)

AR 350-1

Army Training and Leader Development

DA Pam 611-21

Military Occupational Classification and Structure

TRADOC Publications

Available at [US Army TRADOC Administrative Publications](#).

TRADOC Regulation 350-6

Enlisted Initial Entry Training IET Policies and Administration

National Guard Bureau Publications

Unless otherwise stated, all NGB publications are available at [NGB Publications](#).

NGR 310-10

Military Orders

NGR 600-100

Commissioned Officers - Federal Recognition and Related Personnel Actions

NGR 600-101

Warrant Officers - Federal Recognition and Related Personnel Actions

NGR 600-200

Enlisted Personnel Management

NGR 614-1

Inactive Army National Guard

Personnel Policy Operational Memorandum (PPOM) 15-020

State Interactive Personnel Electronic Records Management System (iPERMS) Permission to Army Components

Personnel Policy Operational Memorandum (PPOM) 20-022

Updated Army National Guard Full Gender Integration Implementation and Risk Management Plan for the Assignment of Female Soldiers

Personnel Policy Operational Memorandum (PPOM) 23-016

Army National Guard (ARNG) Strength Maintenance MEPS Processing

Personnel Policy Operational Memorandum (PPOM) 23-001

FY21 Army National Guard (ARNG) Strength Maintenance Recruit Sustainment Program (RSP) Procedures

ARNG-HRH (RN 601)

SUBJECT: FY 24 ARNG Accession Options Criteria (PPOM 24-017)

USMEPCOM Regulations

Available at [USMEPCOM Forms and Publications](#).

USMEPCOM 40-1

Medical Qualification Program

USMEPCOM 40-8

DOD HIV DAT Program

USMEPCOM Medical Prescreen Program SOP (8 Oct 18) USMEPCOM 55-2 Recruit Travel

USMEPCOM 601-23

Personnel Procurement Enlistment Processing

USMEPCOM 611-1

Enlistment Qualification Tests

USMEPCOM 680-3

United States military Entrance Processing Command Integrated Resource System

User Manuals

REQUEST U.S. MIRS Recruiter Zone Live Scan

Section III Prescribed forms

Army National Guard Strength Maintenance Division (ARNG-HRR)

Available at [HRR Forms](#)

HRR Form 100

Prior Service Field Enlistment Checklist

HRR Form 102

Non-MEPS Processing Enlistment Execution Checklist

HRR Form 103

NGB/DMPM Administrative Waiver Checklist

HRR Form 104

NGB/DMPM Conduct Waiver Checklist

HRR Form 105

DMPM AGE ETP Checklist

HRR Form 106NGB

Prior Service BCT ETP Checklist

ARNG-HRH (RN 601)

SUBJECT: FY 24 ARNG Accession Options Criteria (PPOM 24-017)

HRR Form 107

NGB Tattoo ETP Checklist

HRR Form 108

TAG Administrative Waiver Checklist

HRR Form 109

TAG Conduct Waiver Checklist

HRR Form 110

TAG Dependency Waiver Checklist

HRR Form 111

ROC ETP Checklist

HRR Form 200

ARNG State/ Federal 09S 09R Checklist

HRR Form 202

Basic Branch Officer Accession Waiver Checklist

HRR Form 203

Warrant Officer Accession Waiver Checklist

HRR Form 204

Specialty Branch Accession Waiver Checklist

HRR Form 205

Warrant Officer Predetermination Checklist

HRR Form 206

ARNG Warrant Officer Flight Training Program Application

HRR Form 207

ARNG AC to RC Officer/Warrant Officer Vacancy Request Form

HRR Form 369

Live Scan Authorization

HRR Form 800

College First Enlistment Option Statement of Understanding (SOU)

HRR Form 900

High School Letter

ARNG-HRH (RN 601)

SUBJECT: FY 24 ARNG Accession Options Criteria (PPOM 24-017)

HRR Form 901

College Enrollment Verification

HRR Form 907

MEPS 48-Hour Projection Checklist

HRR Form 908

DMPM Medical Waiver Checklist

National Guard Bureau Forms

Available at [NGB Forms](#).

NGB Form 22-5-R-E

Addendum to DD Form 4 - Approval and Acceptance by Service Representative for Interstate Transfer in the Army National Guard

NGB Form 62E

Application for Federal Recognition as an ARNG Officer or Warrant Officer

NGB Form 594

Annex to DD Form 4 ARNG Civilian Acquired Skills Program Agreement

NGB Form 594-1

Annex to DD Form 4 ARNG Simultaneous Membership Program Agreement

NGB Form 594-4

Annex to DD Form 4 ARNG Split Training Option

NGB Form 900

High School Verification

NGB Form 901

College Enrollment Verification

NGB Form 902

Tattoo Screening for Military Entrance

NGB Form 905

Waiver and Suitability Checklist

NGB Form 906

College First Enlistment Option Statement of Understanding (SOU) Not Currently in Use

ARNG-HRH (RN 601)

SUBJECT: FY 24 ARNG Accession Options Criteria (PPOM 24-017)

Section IV

Referenced Forms

Department of Defense Forms

Available at [Directives and Publications.](#)

DD Form 4

Enlistment/Reenlistment Document - Armed Forces of the United States

DD Form 368

Request for Conditional Release

DD Form 369

Police Records Check

DA Form 597/ DA Form 597-3

Army Senior Reserve Officers' Training Corps (ROTC) Scholarship Cadet Contract

DD Form 1966

Record of Military Processing - Armed Forces of the United States

DD Form 2807-1

Report of Medical History

DD Form 2807-2

Medical Prescreen of Medical History

DD Form 2808/ MEPS Medical Exam Note/ MHS Genesis print out

Report of Medical Examination

DD Form 3024

Annual Periodic Health Assessment

Department of Army Forms

Available at [Army Publishing Directorate – DA Forms](#)

DA Form 2-1

Personnel Qualification Record

DA Form 1811

Physical Data and Aptitude Test Scores upon Release from Active Duty

DA Form 3072-2

Applicant's Monthly Financial Statement

ARNG-HRH (RN 601)

SUBJECT: FY 24 ARNG Accession Options Criteria (PPOM 24-017)

DA Form 4187

Request for Personnel Action

DA Form 4836

Oath of Extension of Enlistment or Reenlistment

DA Form 5304

Family Care Plan Counseling Checklist

DA Form 5304

Family Care Plan

DA Form 5840

Certificate of Acceptance as Guardian or Escort

DA Form 5841

Power of Attorney

DA Form 7349

Initial Medical Review – Annual Medical Certificate

DA Form 7666

Parental Consent

DA Form 7667

Family Care Plan Preliminary Screening

Other Forms

SOM Form 1230

Band Audition Report

Standard Form 86

Questionnaire for National Security Positions

USAREC Form 601-210.02

Probation Officer and/or Court Records Report

USAREC Form 601-210.41

Tier Evaluation Worksheet

USMEPCOM Form 680-3A-E

Request for Examination

Appendix B

Supporting documents

B-1. DD Form 369 will be used to obtain all criminal record information from law enforcement agencies. This information is considered confidential and will not be disclosed for other than recruiting purposes. Signed for is only valid for 6 months when submitted for waiver processing. All applicants will sign the DD Form 369, regardless of if the law enforcement agency requires the signature for processing. DD Form 369 processed by other services, including RA or USAR, will not be accepted for applicants processing into the ARNG.

B-2. USAREC Form 601-210.02. RRNCO(s) will obtain the court documents for the charges requiring the waiver; the burden of proof remains with the applicant. When records are sealed, expunged, destroyed, or carry a fee, it is the applicant's responsibility to provide sufficient documentation to determine eligibility. This form may be used to obtain information from probation and parole officers. This form will include the period of probation, or conditions and the reason terminated. If checks with court agencies indicate that no probation or parole history is involved, the form is not required.

B-3. DA Form 3072-2. Applicants who require a dependency, hardship, or spouse of a military member waiver will complete DA Form 3072-2. The applicant will fill out the form using their monthly income and liabilities against civilian and military pay. See AR 601-210 chapter 4.

B-4. HRR Form 100, Prior Service Field Enlistment Checklist. This form is no longer in use.

B-5. HRR Form 102, Non-MEPS Processing/ Field Enlistment Checklist. This form will be used to ensure requirements are met for a PS/NPS non-MEPS enlistment. Completed checklist will be signed and uploaded in ERM/RZ upon execution of enlistment. Available for download at [MilSuite](#).

B-6. HRR Form 103, NGB/ DMPM Administrative Waiver Checklist. This form will be used to ensure all required information is submitted to NGB and/or DMPM for ETP processing. Available for download at [MilSuite](#).

B-7. HRR Form 104, NGB/ DMPM Conduct Waiver Checklist This form will be used to ensure all required information is submitted to NGB and/or DMPM for ETP processing. Available for download at [MilSuite](#).

B-8. HRR Form 105, DMPM Age Checklist. This form will be used to ensure all required information is submitted to DMPM for ETP processing. Available for download at [MilSuite](#).

B-9. HRR Form 106, DMPM PS BCT ETP Checklist. This form will be used to ensure all required information is submitted to DMPM for ETP processing. Available for download at [MilSuite](#).

B-10. HRR Form 107, Tattoo ETP Checklist. This form will be used to ensure all required information is submitted to DMPM for ETP processing. Available for download at [MilSuite](#).

B-11. HRR Form 108, TAG Administrative Checklist. This form is used as a tool to assist in the processing of TAG admin waivers. Available for download at [MilSuite](#).

B-12. HRR Form 109, TAG Conduct Checklist. This form is used as a tool to assist in the processing of TAG admin waivers. Available for download at [MilSuite](#).

B-13. HRR Form 110, Dependency Checklist. This form is used as a tool to assist in the processing of TAG admin waivers. Available for download at [MilSuite](#).

B-14. HRR Form 111, ROC ETP Request Form. This form is used to ensure all required information is gathered for the ROC to review and track ETPs for enlistment. A completed and signed checklist will be forwarded to the ROC for approval prior to processing (if applicable). Available for download at [MilSuite](#).

B-15. HRR Form 200, ARNG 09R and 09S Checklist. This form is used to ensure requirements are met for in support of the 09R and 09S (State or Federal) options. A completed and signed checklist will be forwarded to MEPS for processing. Available for download at [MilSuite](#).

B-16. HRR Form 205, ARNG Warrant Officer Predetermination Application Checklist. This form will be used when submitting a Warrant Officer Predetermination Application (except for WOFT applications, see HRR Form 206). Available for download at [MilSuite](#).

B-17. HRR Form 206, ARNG Warrant Officer Flight Training Program Application. This form will be used when submitting a Warrant Officer Flight Training Program application. Available for download at [MilSuite](#).

B-18. HRR Form 369, Live Scan Consent for Enlistment. The purpose of this form is to obtain consent of applicant's fingerprints prior to enlistment to prevent fraudulent entry. Completed forms will be uploaded into applicant ERM/RZ. The MEPS GC is not authorized to annotate corrections to this form. Available for download at [MilSuite](#). Instructions are listed below.

a. RRNCO(s) will ask applicants questions 1-17 and select the appropriate answer. All "yes" answers require an explanation in the remarks section. For all law enforcement incidents list the following details: approximate date of the offense(s); City, county and State of the police and court(s); and the disposition or outcome. Prior service applicants must list all violations that occurred prior to, during and/or after enlistment into military service. For applicants who answer no to all questions, the remarks page is not required.

b. The RRNCO must provide the applicant's full name and PRID.

c. Upon completion of the form, the RRNCO will provide their full name and date as well as their digital signature.

B-19. HRR Form 800, College First Enlistment Option Statement of Understanding (SOU). This form will be used by the RRNCO and MEPS GC to determine eligibility for the college first enlistment option, explain requirements when entering the college first option, and to document the applicant's understanding of the college first enlistment option. Completed forms will be attached to the DD Form 1966 and uploaded into applicant ERM/RZ. This information will become part of the Soldier's military personnel records that are used to document personnel management actions. Available for download at [MilSuite](#).

B-20. HRR Form 900, High School Letter. This form will be used by the RRNCO, MEPS GC, and the ROC to determine eligibility for standard or STO enlistment. Completed forms will be uploaded into applicant ERM/RZ. This form will be used to construct the MRD for CIHSJR applicants using the maximum number of days authorized to miss from school (Section III Block 5) to allow for the full amount of time to complete BCT. Completed forms will be uploaded into applicant ERM/RZ. The MEPS GC, NCOICs/RRSCs are authorized to complete and annotate corrections to this form. MEPS GC is authorized to annotate corrections to this form following communication with the High School. Available for download at [MilSuite](#). Instructions are listed below.

a. Section I – Student Information.

Block 1. Enter students name in last, first, middle name format.

Block 2. Select State in which the student will enlist into the ARNG.

b. Section II – School Information.

Block 3a. Enter complete school name.

Block 3b. Enter complete physical address for school. Post Office Box addresses are not authorized.

Block 3c. Enter City, State, and Zip code.

Block 4a. Select student current grade level. High school junior or senior.

Block 4b. Enter the last regularly scheduled day of school for current school year.

Estimated dates are authorized for CIHSJR where the final graduate date has not been established.

Block 4c. Enter the anticipated graduation date.

Block 4d. Enter the first regularly scheduled day of school for the upcoming school year.

Leave this blank for current seniors.

Enter school official name providing information, title, phone number, email address, and date. Collect signature from school official.

c. Section III – Consent and Authorization.

Block 5. The “Scheduled Ship Date” and “Mandatory Release Date from IADT”

portions will be completed by the MEPS GC on the date of enlistment. The authorized school official completing Block 5. will also complete the “Number of School days authorized to miss”. Collect name, signature, and date of applicant and/or parent/guardian. Parent/Guardian signature is required when the applicant is less than 18 years old. RRNCO will enter their name, date, and sign. Digital signatures are not mandatory with use of this form. NCOICs/RRSCs/MEPS GCs are authorized to complete and annotate corrections to this form.

B-21. HRR Form 901, College Enrollment Verification. This form will be used to verify applicants who claim to be enrolled as a student at a University or college. This form will be used to determine the applicant's education level as well as establish the earliest date available to attend training. Completed forms will be uploaded into applicant ERM/RZ. The MEPS GC, NCOICs/RRSCs are authorized to complete and annotate corrections to this form. Available for download at [MilSuite](#).

a. Section I – Student Information.

Block 1. Enter students name in last, first, middle name format.

Block 2. Select State in which the student will enlist into the ARNG.

b. Section II – School Information.

Block 3a. Enter complete school name.

Block 3b. Enter complete physical address for school. Post Office Box addresses are not authorized.

Block 3c. Enter City, State, and Zip code.

Block 4a. Select if the student is attending college full or part-time.

Block 4b. Enter the first regularly scheduled day of the current semester.

Block 4c. Enter the last regularly scheduled day of the current semester.

Block 4d. Enter the anticipated graduation date.

Block 4e. Enter the actual Mandatory Release Date (MRD) from IADT.

Enter school official name providing information, title, phone number, email address, and date. Collect signature from school official.

c. Section III – Consent and Authorization.

Block 5. **The Mandatory Release Date from IADT will be established by the MEPS GC on the date of enlistment based on the college transcript or enrollment letter.** Collect name, signature, and date of applicant and/or parent/guardian. Parent/Guardian signature is required when the applicant is less than 18 years old. RRNCO will enter their name, date, and sign. Digital signatures are not mandatory with use of this form. NCOICs/RRSCs/MEPS GCs are authorized to complete and annotate corrections to this form.

B-22. HRR Form 907, MEPS 48-Hour Projection Checklist.

B-23. HRR Form 908, Enlisted DMPM Medical Waiver Request Checklist. This form will be used as a reference to gather all applicable documents if the SMWRA determines that a DMPM waiver is needed. The State will be notified through MATS of this requirement. Available for download at [MilSuite](#).

B-24. NGB Form 21, Annex A, DD Form 4, Enlistment/Reenlistment Agreement (ARNG). This form will be used as the official record the enlistee was duly counseled and advised as to all aspects of their enlistment in the ARNG. This form is available only in an electronic format on the Army National Guard Publications and Forms Library at [NGB Forms](#).

B-25. NGB Form 594, Annex to DD Form 4, ARNG Civilian Acquired Skills Program

Agreement. This form is the official MOU stating which enlistment option and pay grade an enlistee is entitled to obtain when enlisting into the ARNG under the CASP and subsequent acknowledgement of additional agreements by such an enlistee. This form is available only in an electronic format on the Army National Guard Publications and Forms Library at [NGB Forms](#).

B-26. NGB Form 900, High School Verification. This form was replaced by the HRR Form 900

B-27. NGB Form 901, College Enrollment Verification. This form was replaced by the HRR Form 901

B-28. NGB Form 902, Tattoo Screening. NGB Form 902, Tattoo Screening for Military Entrance. This form will be used to capture descriptions of an applicant's tattoos for enlistment purposes.

B-29. NGB Form 905, Suitability and Waiver Checklist. This form is used to assist the RRNCO and the RRSC with Suitability Review and Enlistment Waiver requests. Completed forms will be uploaded into applicant ERM/RZ. ARNG-HRR-O-ASO is authorized to annotate corrections to this form when supported by substantiated documents and verified telephonically. This form is available only in an electronic format on the Army National Guard Publications and Forms Library at [NGB Forms](#).

B-30. DA Form 4187, Personnel Action for Post Shipment MOS Reclassification. See chapter 8 for form use and Figure 8-1 for instruction to complete.

B-31. DD Form 2983, A recruit/trainee must sign a current DD Form 2983, at the time of enlistment at MEPS acknowledging their understanding of the prohibited activities with recruiters and trainers. The MEPS Guidance Counselor administers the DD Form 2983 and scans it into ERM under REP 63 Admin "DD 2983". RSP Cadre are responsible for completing the DD Form 2983 at scheduled IADT drills if the trainee does not have the form in their shipper records.

Appendix C

Requirements for the certification of honorable service for members of the selected reserve of the ready reserve and members of the active component for the purposes of naturalization

C-1. Soldiers are authorized to request certification of honorable service for purposes of naturalization immediately upon entering Active Duty or attending drill with their Selected Reserve unit. This includes those Warriors in the training pipeline attached to the RSP. The approval authority must certify or deny a Soldier's or Warrior's certification request and return it to the Soldier or Warrior within 30 days of submission.

C-2. The certification will be completed on the United States Citizenship and Immigration Services (USCIS) Form N-426 and **must be signed by O-6, GS-15 or higher**. A copy of the certification will be filed in the Soldier's Army Military Human Resource Record.

C-3. Authorized certifying officials must certify or deny a Soldier's certification request, and return it to the Soldier, within **30 calendar days** of submission. Commanders and certifying officials may not decline to process or act on the request, or deny the request, based on the Soldier's time in service. Commanders and certifying officials are not permitted to impose local restrictions or prerequisites, such as minimum training or service requirements, as a condition of certifying honorable service.

C-4. Soldiers should access the two forms; N-400 and N-426 on the USCIS website: [USCIS](#), then enter each form number in the search feature of the site. Complete the forms neatly and accurately, then print and sign both forms. Both forms must be ink signed, digital signatures are not authorized. Soldiers will submit the completed forms to their Chain of Command for certification and processing. The Certifying officer must be in the rank of **O-6, GS-15 or higher**. Only the N-426 requires the Certifying Official's signature. Once certified, the preferred method of sending the documents to USCIS is to upload through "My Account" through the USCIS portal. Alternately, mail both forms together to the local USCIS office. The address can be found by entering the Soldier's zip code at [Office Locator](#). If Soldiers or their Chain of Command have questions about the process, they may be addressed by calling the USCIS Military Help Line at 877- CIS-4MIL (877-247-4645, TTY: 800-877- 8339) or [DHS Email](#).

C-5. The Soldier should wait until the certified N-426 is received to set up an account with USCIS. Then upload the completed USCIS forms N-400 and N-426 and submit for processing. The "My Account" feature will allow the Soldier to track the progress of the petition through an online application. It also allows for secure messaging so the Soldier may communicate rapidly and securely with USCIS when making corrections, or answering questions USCIS has regarding their petition, which will reduce the processing time. The account may be established on the USCIS website before or after the submission of the petition for naturalization [My Account USCIS](#). Once the Soldier's petition for naturalization has been accepted and entered in the USCIS processing system, the Soldier will receive a notification in the mail at the physical address, or in the email listed on the N-400. To track the progress of the Soldier's petition, the Soldier may enter their USCIS case number, which is provided on the notice in the USCIS website. The case number will be three letters followed by 10 numbers.

Appendix D

Additional screening requirements for applicants from high-risk countries

D-1. High Risk Countries policy.

- a. Applicants who have immediate family members (spouse, parents, siblings, children,

stepchildren, or cohabitant of the individual) who are citizens, dual citizens, or reside in any of the countries listed in para D-1 b. may not access into any of the MOS's with High Risk Countries restrictions. High Risk country restricted MOS's are: 17C, 35F, 35G, 35L, 35N, 35P, 35S, 35T.

b. The High-Risk countries are Afghanistan, Armenia, Azerbaijan, Belarus, China, Cuba, Georgia, Iran, Iraq, Kazakhstan, Kyrgyzstan, Lebanon, Libya, Moldova, North Korea, Pakistan, Russia, Somalia, Syria, Tajikistan, Turkey, Turkmenistan, Ukraine, Uzbekistan, and Venezuela.

c. This is National Security Agency policy. Exceptions to this policy will not be considered.

D-2. Top Secret/SCI clearance MOS processing.

a. NGB requires all Soldiers shipping to training for an MOS requiring a TS/SCI clearance to meet the minimum clearance requirement listed in TRADOC regulation 350-6, table 4-3 (Security Clearance requirements) to be eligible to ship to training. Interim TS/SCI clearance packets are submitted to DCSA by the ARNG-HRR-O-ASO after enlistment.

b. Due to the processing time for a TS/SCI clearance, the following MOSs are required to have a minimum of 60 days in the RSP before shipping: 17C, 17E, 35G, 35N, 35P, and 35S. This includes anyone renegotiating their contract from a non- clearance or Secret clearance MOS.

c. Warriors may ship earlier than 60 days, but no earlier than 30 days from enlistment for the following MOS's; MOSs 12Y, 35F, 35M and 35T. Warriors renegotiated from a non-clearance or Secret clearance MOS to one of these MOS's may ship under 30 days if they already have a Secret clearance granted in DISS. The minimum security clearance requirement is an open T-5 investigation with an interim Secret clearance granted by the State Security Manager. The interim Secret clearance must be posted in DISS. Training base Security Offices will not accept a memorandum for an interim clearance.

d. Warriors denied an interim clearance for any of the TS/SCI MOSs listed above, may have their training cancelled. If this occurs, the Warrior will be required to stay in the RSP until DCSA has completed their T-5 investigation and granted a TS/SCI clearance. They will not be allowed to renegotiate or ship for any MOS until their clearance is fully granted.

e. Due to interim clearance denial cases being very few, States should assume TS/SCI MOS Warriors are clear to ship on their scheduled ship date. Any case that is not clear will be communicated directly to the State by the ARNG-HRR-O-ASO, with necessary actions.

f. For TS/SCI MOSs, RRNCO(s) will check DA Pam 611- 21 to ensure Applicants meet all requirements of the MOS prior to processing. Ensure the applicant provides details in RZ for all foreign travel, foreign connections, and financial issues.

Appendix E

Guidance for processing Warriors Released from Active Duty (REFRAD) with a temporary medical release. See Medical_Processing_Guide_INEX_andREFRAD_13Jun23 (002)

Appendix F

Expedited Screening Protocol (ESP)

F-1. The ESP optimizes intelligence data sources and analytics to provide multi-point identity and detection of allegiance, foreign preference and foreign influence, counterintelligence, counterterrorism, and insider threat concerns not detected in traditional vetting and background investigation processes. The ESP ensures all military recruits and recently accessed military members are screened for allegiance to the United States and ensures foreign preference and foreign influence concerns are appropriately mitigated.

F-2. The recruits' Standard Form 86-Questionnaire for National Security Positions (Standard Form 86-QFNSP) will be submitted to the National Background Investigation Bureau (NBIB) for initiation of a background investigation. NBIB will filter the Standard Form 86-QFNSP for individuals with potential risk indicators associated with allegiance, foreign influence, and foreign preference per the criteria set forth in questions 9,10, 11, 12, 15.3, 17-20b, 25, or 29. All recruits with one or more 'yes' answers to the above noted questions will be referred to the Expedited Screening Cell (ESC) for protocol processing in conjunction with the background investigation. RRNCO(s) will ensure that all the questions in RZ are answered completely and truthfully. The omission of any required data could hinder the applicant's background investigation, may cause a delay in shipping to Initial Entry Training or the completion date, or may result in a fraudulent enlistment discharge.

F-3. The ESC will process the pertinent Standard Form 86-QFNSP information through the ESP. The ESP will produce one of two possible results: No Potential High-Risk Indicators or High-Risk Indicators. High Risk Indicators will be separated into those that can be mitigated, and those that cannot be mitigated.

a. No Potential High-Risk Indicators: Are results that do not identify any potential High-Risk Indicators, ESC personnel will annotate the system of record accordingly with the favorable result. The goal for completion is within 14 days of the date on which the ESC received the Standard Form 86-QFNSP information. Warrior is authorized to continue preparation for training or continue training if already shipped.

b. Potential High-Risk Indicators: Are results that require further analysis to be conducted to confirm identity and assess the level of risk (Mitigatable Risk or Un-mitigatable Risk). Warrior will be held at current duty station (RSP, BCT, or AIT) and will not be allowed to move from their present duty location until ARNG-HRR-O-ASO receives an official notification indicating that the Warrior has been favorably cleared by the ESC or a decision has been rendered on unfavorable ESP results. If the ESC finds mitigating information, they will clear the Warrior for continued processing. If the ESC cannot find mitigating evidence the ESC will make an unfavorable determination. The goal for completion of analysis and potential mitigations is within 90 days of receipt of Standard Form 86-QFNSP data by the ESC.

F-4. If the ESC finds the Warrior to be unfavorable, Warrior will be discharged without delay as outlined in Directive-Type Memorandum (DTM) 19-008 (Change 2) and AR 135- 178.

Appendix G

MEPS processing applicant Identification (ID) requirements

G-1. Photo ID Requirement.

Applicants processing at MEPS are required to present an authorized photo identification (ID) for initial biometric enrollment, check-in/out of the contract lodging facility, aptitude testing, and check-in for a consultation appointment. See Table G-1 for a list of the authorized photographic identifications and see Figure G-1 for examples.

G-2. Applicants Arriving at MEPS without Authorized Photo ID.

a. Applicants arriving at the MEPS without an authorized photo ID will not process. An Administrative Hold “Admin Hold” will be placed on the applicants in U.S. MIRS 1.1. The operations section at MEPS will return the applicant to their MEPS GC and no further processing will be permitted until the applicant presents an authorized photo ID.

b. A digital driver’s license or a State photo ID are approved for use. Digital photo ID must be viewed from Apple Wallet or an official state-sponsored mobile application; scanned images, pictures, or screenshots of a photo ID will not be accepted. See Table G-1 for a list of the authorized photographic identifications and see Figure G-1 for examples.

G-3. MEPS Commander Exception.

A MEPS Commander exception is required for any applicant that does not have their ID present for any processing phase. MEPS GCs will be responsible for coordination of an authorized photo ID exception. All exception submissions will go through the MEPS GC as soon as possible but no later than 24 hours prior to the processing date. The exception must be obtained prior to the applicant’s arrival to the processing location or lodging facility.

G-4. Revision for MOS 88M

a. As reads: Must have a valid State Motor Vehicle License (not due to expire prior to completion of AIT).

b. Change to read: Must have a valid State or US Territory motor vehicle license (not due to expire prior to completion of AIT). Apply the guidance below when the issuing State or US Territory motor vehicle license expires prior to start or completion of AIT.

(1) If the driver’s license (DL) was valid at start of BCT, the Soldier will be allowed to begin and complete AIT, in accordance with issuing State or US Territory Law. If the DL was not valid at start of BCT, the Soldier will not be allowed to attend training.

(2) If the State or US Territory that issued the DL has a law or policy that indicates the DL “doesn’t expire until 90 days after separation/discharge,” the AIT oversight personnel for the MOS will treat the DL as valid through completion of AIT.

(3) If the State or US Territory that issued the DL does not have a law or policy that indicates “doesn’t expire until 90 days after separation/discharge,” the Soldier’s license must be valid at the start of AIT. The AIT oversight personnel will allow the Soldier to begin training but will also require the Soldier to submit appropriate documents to the State or US Territory for license renewal.

Table G-1. Authorized photographic identification for MEPS processing

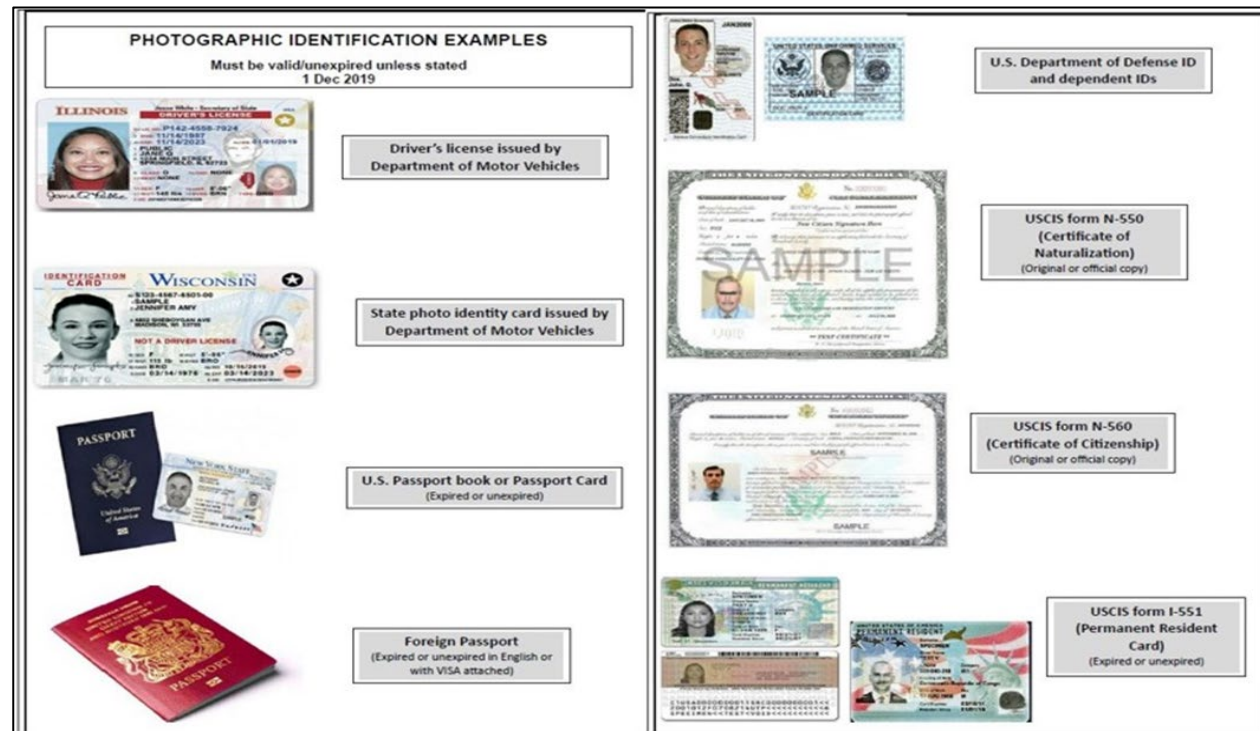
Authorized Photographic Identification	
Driver's License issued by Department of Motor Vehicles	Valid/Unexpired
State photo identity card issued by Department of Motor Vehicles	Valid/Unexpired
Student Photo ID	Valid current school year
U.S. Passport Book or Card	Expired or Unexpired
Foreign Government-issued Passport	Expired or Unexpired
U.S. Department of Defense ID; including IDs issued to verify dependents	Valid/Unexpired
USCIS Form N-550 (Certificate of Naturalization)	Original or Official copy used by service
USCIS Form I-551 (Permanent Resident Card)	Expired or Unexpired
USCIS Form N-560 (Certificate of Citizenship)	Original or Official copy used by service
HSPD-12 PIV Card (Smart Card, Common Access Card, etc.)	Valid/Unexpired
DHS Trusted Traveler Cards (Global Entry, NEXUS, SENTRI, FAST)	Valid/Unexpired
U.S. Merchant Mariner Credential	Valid/Unexpired
Federally recognized, Tribal-issued Photo ID	Valid/Unexpired

ARNG-HRH (RN 601)
SUBJECT: FY 24 ARNG Accession Options Criteria (PPOM 24-017)

Figure G-1. Photographic ID examples



Figure G-2. Digital Photo ID examples



Appendix H

Accessions record management and processing.

H-1. iPERMS Super-user.

Each State is authorized one iPERMS super-user with permissions for personnel records from all three components. This user is authorized to access the performance (commendatory, education, and disciplinary sub folders), service, medical, and administrative folders for the purpose of obtaining records required to facilitate Army National Guard accessions. OSMs and the RRF should contact their State G-1 to determine who this super-user is for their State or Territory. If a State or Territory does not have a super-user assigned, they should coordinate with the POC in PPOM 15-020 para 5. OSMs and the RRF shall have applicants initiate and sign a Standard Form 180 prior to obtaining records required for accession. The Standard Form 180 must be kept on file for a minimum of 3 years.

H-2. Army National Guard Accessions Clerk at the National Records Center in St. Louis is available for OSMs and the RRF to facilitate PS records requests that cannot be fulfilled by a State or Territory's iPERMS super-user. An applicant endorsed SF Form 180 is required and must be kept on file for a minimum of 3 years. Submissions will be forwarded to the National Guard Recruiter Liaison, 1 Archives Drive, St. Louis, MO 63138.

H-3. Accessions Suitability Office.

Personnel assigned to the Accessions Suitability Office have iPERMS super-user access and can receive requests for records for all three Army components. To facilitate quicker turnaround times for record requests the RRF shall have applicants initiate and sign a Standard Form 180 prior to obtaining records required for accession. Please send the encrypted email with the signed Standard Form 180 to usarmy.knox.ngb.list.arng-accessions-suitability-mgrs@army.mil. Once the Standard Form 180 is received, ARNG-HRR-O-ASO will query iPERMS for the requested documents and send them via email encrypted to the requestor.

H-4. SF 180 POCs for other services.

- a. For USMC SF180 to SMB.MANPOWER.MMRP-10@USMC.mil
- b. For USCG SF180 to MR_CustomerService@uscg.mil
- c. SF-180s may be faxed to 202-372-8440
- d. Documents from all services can be found through [DMDC](#).
- e. Request records from Army Criminal Investigative Division ([CID](#)).

Appendix I

Drug testing and prevention education for ARNG RSP Warriors

Most current publish guidance can be found in AR 600-85 and PPOM 18-015.

Appendix J

Pre-MEPS Live Scan Result Requirement

J-1. All States, Puerto Rico, The Virgin Islands, Guam, and the District of Columbia will submit fingerprints (FPs) electronically via LS devices utilizing the Cross Match WEBS configuration. Fingerprints are required for all applicants, to include Field Enlistments and Direct Commissioning and Accessions (DCA) – results must be uploaded into ERM/RZ prior to projection for any processing at MEPS with exception of ASVAB test only. Exceptions may exist only when FPs are not available due to equipment failure, network issues, or inclement weather. ARNG-HRR-O-ASO is the approval authority for exceptions. Applicants with an approved exception to continue processing without live scan results are to be discharged if the rap sheet returns with undisclosed offense level 200 or higher regardless of disposition.

Note: Exceptions will not be approved while the applicant is at MEPS.

J-2. In the event of national LS outage, ARNG-HRR-O-ASO will obtain permission from HQDA to process applicants on a temporary basis without LS results. A REQUEST Flash message will be published immediately with all instructions.

J-3. Live Scan may not be submitted more than 30 days prior to the applicant turning 17.

J-4. Live Scan results are categorized as follows:

- a. No Record: results that confirm there are no law violation(s) reported by National Crime Information Center (NCIC).
- b. Criminal Record: results by definition are charge(s) that return on a Record of Arrests and Prosecutions (RAP) sheet reported by NCIC. If the rap sheet does not have law violation listed, this means that the law violation has been sealed or expunged. An approved exception is required to allow applicant to continue process as stated in paragraph J-6, J, (3) below.
- c. Unclassifiable: results that fingerprints were unreadable by NCIC, there is no requirement to recapture fingerprints, this will be completed at MEPS.

J-5. Live Scan results do not populate automatically, the results are uploaded only when the RRNCO reenters Enroll Live Scan. The system will upload the results as in one or more of the following:

- a. RZ Scan/Upload Documents - Live Scan Results.
- b. RZ Scan/Upload Documents - Live Scan Error.\
- c. RZ Scan/Upload Documents - RAP Sheet.
- d. RZ Scan/Upload Documents - EBC Results.

Note: Rap sheet can take up to 10 days to populate.

J-6. Recruiting and Retention Noncommissioned Officer (RRNCO):

a. The HRR 369 will be completed when the initial appointment is conducted (to ensure the extremist questions are being asked initially) and be uploaded when changed from prospect to an applicant. The form is only required to be replaced if the applicant has changed an answer. The 1 Oct 2022 version of the HRR 369 is current. All previous versions are obsolete. Fingerprints are only required to be submitted when the applicant agrees to continue processing for enlistment.

b. Do not submit fingerprints on prospects or applicants solely to ascertain if they are morally qualified for enlistment. Furthermore, RRNCOs will not fingerprint themselves, family members (not processing for enlistment) or other RRNCOs. Warriors awaiting shipment will not be fingerprinted for any reason unless directed by the ARNG-HRR-O-ASO.

c. Recruiters will use "Enroll Live Scan" and click "Transfer to WEBS" in RZ to submit live scan submissions for all applicants, to include Field Enlistments. Since all data entered in RZ should have been confirmed using the source documents, this will reduce errors in the PII for Live Scan submissions. WEBS Enrollment User Guide is located on the ARNG IKROme Homepage under ARISS System Resources. The following is required to pass validation:

(1) The Full Name, Social Security Number, Date of birth, Place of Birth Country, Gender, Eye Color, Hair Color, Height, Weight, and Race are required to be entered in RZ.

(2) Upload source documents for place of birth, citizenship, Social Security, and HRR 369 in RZ.

(3) Upload source documents for place of birth, citizenship, Social Security, and HRR 369 in RZ.

(4) Upload source documents for place of birth, citizenship, Social Security, and HRR 369 in RZ.

(5) Upload source documents for place of birth, citizenship, Social Security, and HRR 369 in RZ.

d. Do not change the data entered on the "Transaction Data" page unless subject being fingerprinted is not an applicant, RRNCO must obtain this information from the State Security Manager. Example: Current Service Member.

e. If you have submitted fingerprints and not received results, do not resubmit the Live Scan file unless directed by the ARNG-HRR-O-ASO. If you review the submission and discover that the file was sent with incorrect PII (i.e., SSN, POB, DOB, etc.), contact the ARNG-HRR-O-ASO with the full name, PRID, and state what the error was. Ensure that source documents are uploaded into RZ for proof of correct PII. Resubmission could cause a further delay in processing the fingerprints and additional time to receive results.

f. For Live Scan results that have not returned after 72 hours. Go to Teams and submit request at NGB-ARNG-HRR-ASO-Live Scan under the "Request" tab on Teams, click request by clicking NGB Live Scan ETP/Request at top. Join the team - code rnubnhl.

g. The National Guard WEBS Enrollment Advance User Guide [Live Scan User Guide](#) (Ctrl + click).

h. If results do not return to RZ, the users can access the LS Report in IKROme by selecting "BI Zone", "Dashboards", "GCR – Processing", and click "Live Scan". Select the

appropriate RSID or search and enter the RSID or enter the applicant's SSN. Select "Apply".

i. If a recruiter is aware that they have prints that are going to expire soon or recently expired, they can resubmit the live scan file themselves. They should not resubmit until the prints are 95 days old or older. The recruiter can go into Webs and search for the file to resubmit. They can search by either the applicant's name (Last name, First) or by searching for all their applicant's by searching for their username on the "Created by" block. The format for the created by search is last name with first/ middle initial (example: ThumWA). Select "Resubmit" from the dropdown and go through the prompts to retransmit. Once the prints are older than 150 days old, they will no longer be visible on the Live Scan site (WEBS). The recruiter will then need to complete a new submission with the applicant.

(1) If the LS report reads "No Criminal Record" under "FBI Response" those results can be printed and scanned into EBC Results folder in EBC Results. This means that the applicant has no criminal record and may continue processing.

(2) If the LS report indicates "record", "0/0/0" or "blank" under "FBI Response" and a Rap sheet is not in RZ, follow guidance in paragraph J-6h above.

(3) If the LS report reads "Rap Sheet" under "FBI Response" those results can be printed and scanned into EBC Results folder in EBC Results. This means that the applicant has criminal record. Applicant process may continue with suitability exception if applicant has violation(s) listed in RZ that would trigger a rap sheet (offense(s) level 200 or higher). Exception requires memorandum from RRC or SGM that meritorious case exists to warrant an exception to allow applicant to continue processing and all police & court record checks IAW 601-210, 2-11a uploaded in RZ. The memorandum will also state that the applicant may enlist without rap sheet results, if any law violation(s) and/or UCMJ action returning on the rap sheet (except traffic) that were not disclosed prior to enlistment, Soldier will be discharged, regardless of disposition. The memorandum will be uploaded into Memorandum ENTNAC Interview.

J-7. Guidance Counselors (GC):

a. Enter RZ and click "View Electronic Packet" to view the HRR 369 (EBC Release) to ensure the form was uploaded prior to live scan results being posted. If the form is missing and/or was not uploaded prior to live scan results posting, GC will submit suitability review exception workflow stating the issue in the comments block. A memorandum from RRC, CSM, or OPS SGM that explains how the error occurred and corrective action taken is required.

b. Upload the memorandum into Other Admin Document prior to forwarding to the ARNG-HRR-O-ASO for consideration to continue processing.

c. Compare the HRR 369 to the LS Rap sheet. Applicants who failed to disclose any offense(s), regardless of disposition, require police and court record checks IAW AR 601-210, paragraph 2-11a and/or AOC, Chapter 2 except for level 100 offenses. To continue processing applicants that fail to disclose offenses, an approved suitability review is required. Initiate suitability review exception workflow in RZ for review as follows:

d. When LS report is used as EBC results, compare the PRID from the LS report with the PRID of the applicant's record during quality control (QC) procedures.

e. Fingerprints are valid for 120 days from the date posted on the Case Closing Transmittal (CCT). GCs must be aware of the expiration dates of the FP's as they pertain to the background investigation.

J-8. State Operations personnel:

a. Ensure that field requirements are being adhered to and that only those applicants that meet the FP criteria are allowed to process through the MEPS.

b. If the live scan is processed and results post prior to the HRR 369 being uploaded, the State Waivers Analyst will review and action the suitability workflow.

(1) An approved State level suitability workflow is required for Offense Level 100 & 200, regardless of disposition. Offense level 100 require DMV History Report and proof of payment uploaded in RZ. Offense level 200 offense(s) require police and court record checks IAW AR 601-210, 2-11a and/or AOC, Chapter 2.

(2) Offense level 300 and 400, regardless of disposition, require review and approval from the ARNG-HRR-O-ASO. These offense levels require police and court records IAW AR 601-210, 2-11a and/or AOC, Chapter 2. If the undisclosed offense(s) is closed and does not require a conduct waiver, a control number may be provided to allow the applicant to continue processing. A waiting period may be imposed based on the seriousness of offense(s) withheld and if applicant requires a conduct waiver for the undisclosed offense(s) to enlist.

Appendix K

Recruiting and Retention Section Chief Quality Control Checkpoint

K-1. RRSC Quality Control (QC) checkpoint is designed to ensure the RRNCO and RRSC submit thoroughly reviewed processing packets to the MEPS GC. This function improves processing efficiencies ensuring each applicant has the best experience while processing for the ARNG. First- time success rates related to projection approvals are associated with administrative errors and missing documentation when received by the MEPS GC.

K-2. The "Initiate NCOIC Checkpoint" action must be performed and approved before any projection for enlistment. This includes those projected as "walk-in". By-passing the checkpoint with an "other admin" projection is not authorized to be converted to an "accession" projection. Department of the Army Civilian (DAC) GCs will be responsible for reporting non-compliance to RRB Chain of Command and DAC MEPS Regional Managers.

K-3. The RRSC may delegate to up to two assistants to perform the QC checkpoint action when they are unavailable. States with an RRSC with large recruiting teams were considered when determining the number of authorized delegates. The RRSC will use discretion when assigning delegates and ensure maximum effectiveness of this function. RRNCOs will not QC their own projections.

K-4. The job aid designed to assist in understanding checkpoint functionality is available at <https://www.milsuite.mil/book/docs/DOC-618687>.

Appendix L

Non-MEPS Processing/ Field Enlistment Option

L-1. Intent: To process applicants who, on the day of initial processing, required additional screening and now meet all qualification standards without having to return to MEPS to complete the enlistment process. Non-MEPS Processing (Outside MEPS processing) can be completed virtually or by a MEPS GC (awarded ASI-V7 with a REQUEST account) traveling to alternate locations to complete the enlistment process if the applicant is otherwise qualified. Non-MEPS processing enlistment option is to be used in extenuating circumstances. If states are not properly executing the enlistment and accurately completing enlistment documents, NGB can suspend this enlistment option.

L-2. This program requires a high-level of collaboration between RRBs, MEPS GCs, and Department of the Army Civilians (DACs). Disputes relating to the execution of this program will be settled by DACs with the assistance of the NGB MEPS Regional Managers (RM). States and Territories who fail to comply with the established requirements will no longer be authorized to process outside of the MEPS.

L-3. Eligibility Requirements for Non-MEPS processing: Determination for applicants meeting non-MEPS processing enlistment option is at the discretion of the DAC GC and/or MEPS GC.

a. Completion of aptitude testing (to include mandatory special purpose testing) IAW UMR 611-1.

b. Completion of accession medical examination requirements IAW UMR 40-1. HIV and DAT Testing submitted IAW UMR 40-8.

c. Completion of reviewing and applying medical waiver determinations IAW UMR 40- 1 (as applicable).

d. Applicant must have Live Scan results less than 100 days old.

e. All NCOIC quality control (QC) and GC QC must be completed and in a "GO status" prior to processing.

f. Execution of non-MEPS processing enlistment should only be conducted on scheduled MEPS processing days (when MEPS is open). Only exception is if all ROC, Incentives, and Vacancy overrides are already completed prior to the 24-hour QC by the MEPS GCs. If not coordinated and approved by MEPS GC, then the "A projection" will be cancelled and the applicant rescheduled.

g. Non-MEPS processing enlistment or field enlistments will not be "walk-on" projections.

h. Complete processing as outlined on HRR Form 102 and reference the example packet posted on MS Teams in the Master Trainer files.

i. MEPS GC will enlist confirm the record in REQUEST and immediately upload required documents into U.S. MIRS 1.1.

j. The MEPS GC executing the contract is the only individual authorized to complete the DD Form 4 and DD 1966 series with the applicant and RRNCO. RRNCOs or Operations NCO will not complete these documents.

k. Applicants enlisting into Top Secret, Secret Clearance, or PRP MOS must have telephonic interview completed prior to the reservation being made. The applicant must be present in the recruiting office, not on a three-way call, and alone during the interview.

l. Applicants processing for any FSPC program covered in Appendix P below will be processed, enlisted, and shipped at the MEPS.

Appendix M

Processing requirements for 35M and 35P MOS

M-1. Must contact the ROC for approval 48 hours prior to projecting an applicant for processing.

M-2. Intent: Authorizes the ARNG to utilize the current Department of the Army (DA) ASVAB ST Score Pilot Program for enlisting into MOS 35M or 35P without a passing score on the Defense Language Aptitude Battery (DLAB). Establishes procedures for completing all 35M/35P reservations within Web REQUEST.

M-3. ST Line Score Pilot Program: The following DLAB/ASVAB changes are implemented for ARNG applicants enlisting in 35, or 35P.

a. Applicants must achieve a ST line score of 129 or higher to enlist and ship as either 35M or 35P without taking the DLAB. The DLAB may be administered upon arrival to the Defense Language Institute, solely for metrics tracking purposes. Program participants will be allowed to choose any category (CAT) (I-IV) language based on the following:

(1) Authorized unit vacancies (non-excess positions, verified by IPPS-A screen shot).

(2) Language(s) authorized for that unit (verified by a representative of the gaining unit (NOT Automated Unit Vacancy System (AUVS)) manager or RRB Operations.

(3) Based on the needs of the States and unit, the applicant will have the choice of language that meets the authorized vacancies and languages assigned to that unit.

(4) The training path pulled by the ROC will be BCT-DEFLANG-AIT. MEPS GC or State Operations NCO must contact ROC personnel 48 hours prior to the applicant flooring at MEPS to verify unit vacancy memorandum, vacancy, ASVAB, DLAB, DLPT scores, etc.

b. Applicants with a ST line score less than 129 will be required to take and pass the DLAB with a passing score based on the Category of language. Exceptions are not authorized.

c. Ensure the applicant meets MOS qualifications IAW DA PAM 611-21.

M-4. DLAB: Applicants enlisting as MOS 35M/35P utilizing the traditional DLAB methods, taken at a MEPS, must have a passing score for the Category of language. The training path pulled by the ROC will be BCT-DEFLANG-AIT.

M-5. Categories:

a. CAT I – Must achieve a minimum DLAB score of “95”

b. CAT II – Must achieve a minimum DLAB score of “100”

c. CAT III – Must achieve a minimum DLAB score of “105”

d. CAT IV – Must achieve a minimum DLAB score of “110”

M-6. Civilian Acquired Skills Program (CASP):

IAW DA PAM 611-21, Enlistment Option for native speakers of a language, (that is authorized for the Unit accessing into, and the ARNG), other than English, will utilize DLPT scores in lieu of DLAB to bypass DEFLANG for language training. Qualified CASP applicants will attend BCT with follow-on AIT. Training paths will not include DLI in the REQUEST reservation letter or MEPS travel orders.

a. The DLPT score is valid for 12 months from the date of test and must remain valid through completion of AIT. Service Member (SM) enlisted as 35M or 35P, under the CASP, are required to return to the MEPS or nearest Education Center, between 46 and 90 days of their scheduled ship date (if expected AIT graduation date is greater than 12 months from enlistment date. Applicants must score “20” / 2 or higher in both categories (listening/reading) on DLPT to qualify for the CASP option (documented on DA Form 330)

b. If DLPT is taken at an Education Center, the DA Form 330 will be uploaded by the MEPS GC under “Core Documents” (DA Form 330 Oral Proficiency Interview Score Sheet). Scores will then be entered/ updated by the GC in RZ under “Test Scores” (special Exam). The test type will be “DOD Standardized Test”. The proficiency level for both scores (listening/ reading) will be “Limited Working Proficiency”.

c. If the Warrior fails to remain qualified utilizing DLPT scores, they must take and pass the DLAB with the appropriate score for their language. If they fail to acquire a passing score for their current language, they may have an opportunity to select a different language (based on DLAB score and unit authorized vacancy for that language). If this occurs (and there is training available) they may be renegotiated into a standard 35M / 35P training path (BCT-DEFLANG-AIT).

M-7. Renegotiations:

Renegotiations will be evaluated on a “whole person concept” and on a case-by-case basis. If Warrior misses original “reserved” ship date in WebREQUEST, and it is at the fault of the Warrior, RENO will only be authorized into a MOS (NOT 35M/35P) that will have an expected AIT graduation date <=24 months from Date of Enlistment (DOE) SM must be able to become DMOSQ within 24 months.

Appendix N

Processing Applicants Referred by members of the Army National Guard

a. RRNCOs must add the following to the Remarks on DD Form 1966 for applicants referred to them by a currently serving member of the ARNG IAW PPOM 23-006a.

(1) IAW PPOM 23-006a (Modification to the Army National Guard Stripes for Buddies and Announcement of the New Army Recruiting Ribbon, dated 16 February 2023), “I hereby state that I have been referred to join the (State) Army National Guard by (referring Soldier’s Name), who is a drilling member of (Unit Name) on (Date of Referral).”

(2) RRNCO will annotate in the MEPS Projection notes that this Soldier was referred by a Soldier so the MEPS GC will verify the remark is listed properly on the DD Form 1966

during the projection QC process.

b. RRSC will verify that this remark is added on the DD Form 1966 in the RZ packet during the required NCOIC/RRSC Process Checkpoint.

Appendix O

Selective Service - Who Must Register *required for all males residing in the U.S. 18-25 years old.

Category	Yes	No
All male U.S. citizens born after Dec. 31, 1959, who are 18 but not yet 26 years old, except as noted below:	Yes	
Military Related		
Cadets at the Merchant Marine Academy	Yes	
ROTC Students	Yes	
National Guardsmen and Reservists not on active duty/Civil Air Parton members	Yes	
Delayed Entry Program enlistees	Yes	
Men rejected for enlistment for any reason before age 26	Yes	
Separatees from Active Military Service, separated for any reason before age 26	Yes*	
Members of the Armed Forces on active duty (active duty for training does not constitute "active duty" for registration purposes)		No*
Students in Officer Procurement Programs at the Citadel, University of North Georgia, Norwich University, Virginia Military Institute, Texas A&M University, Virginia Polytech Institute and State University		No*
Cadets and Midshipmen at Service Academies or Coast Guard Academy		No*
Immigrants**		
Permanent resident immigrants (USCIS Form I-551)	Yes	
Refugee, parolee, and asylee immigrants	Yes	
Undocumented immigrants	Yes	
Dual national U.S. citizens	Yes	
Lawful non-immigrants on current non-immigrant visas. A complete list of acceptable documents for exemption may be found at https://www.sss.gov/portals/0/PDFs/DocumentationList.pdf .		No
Seasonal agricultural workers (H-2A Visa)		No
Confined		
Incarcerated, or hospitalized, or institutionalized for medical reasons		No*
Handicapped, Physically or Mentally		
Able to function in public with or without assistance	Yes	
Continually confined to a residence, hospital, or institution		No
Transgender People		
U.S. citizens or immigrants who are born male and have changed their gender to female	Yes	
Individuals who are born female and have changed their gender to male		No

Appendix P

Future Soldier Preparatory Course

P-1. Recruiting Test Program Codes for individual and combination possibilities of ARMS, ARMS2, and FSPC as written in RZ/ERM on the 680ADP screen.

- a. AM – Less than 2 percent (ARMS) (SHIPS direct to BCT)
- b. A6 – Greater than 2 percent (ARMS2) - Ft. Jackson
- c. T7 – Army Preparatory School (09M) - Ft. Jackson
- d. T7/AM – 09M/ARMS Ft. Jackson (ARMS going to 09M) (dual select a. and c.)
- e. T7/A6 – 09M/ARMS2 Expansion Ft. Jackson (dual select b. and c.)

P-2. Effective communications between the MEPS GCs, ROC, and RENO NCOs are required to ensure the ARNG accurately pulls and reserves training for each FSPC program. All reservations must be pulled by ARNG REQUEST Operations Center (ROC). Temporary reservations are not authorized.

a. **ARMS (Program code AM):** ARMS (Program code AM). ARMS is a performance-based tool to access applicants who are disqualified from the ARNG for exceeding accession standards for body fat composition.

(1) Qualifications. ARMS is available to all NPS applicants who meet all the following requirements. ARMS is NOT open to GNPS or PS applicants.

(a) Pre-Accession. Body fat composition may be no more than 2% above the accession standards outlined in AR 40-501.

(b) Applicants who are over their authorized body fat percentage will be required to adhere to UMR 40-1 for RJ Date.

(c) Enlist under a 6x2 contract.

(d) Armed Forces Qualification Test (AFQT): Achieve an AFQT score of 31 or higher on the Armed Services Vocational Aptitude Battery (ASVAB).

(e) Tailored Adaptive Personality Assessment Screen (TAPAS) guidance. For those achieving an AFQT score of 31-49, achieve a TAPAS score of 100 or above on the “Will Do” (WD). **No ETP** will be granted for applicants not meeting the minimum TAPAS score requirements. **For those achieving an AFQT score of 50 or above, no minimum TAPAS score is required.**

(2) Split Option enlistments are authorized for ARMS applicants.

(3) Applicants are NOT authorized to enlist into Officer Producing Programs (09S, 09R, and 09W).

(4) 09C FLRI or if the applicant requires ESL are not authorized to enlist under this program.

(5) Post-Accession

(a) In accordance with reference 1d, Warriors who enlist under the ARMS program must meet body fat composition standards no later than one 1-year after starting Initial Active Duty for Training (IADT). These Soldiers will not be subject to a suspension of favorable personnel action for exceeding the body fat composition standards prior to meeting the 1-year timeline.

(b) Warriors who no longer qualify for ARMS (exceed the 2%) should be processed

for separation ASAP.

b. **ARMS2 Expansion (Program code A6 2.1-8%) Ft. Jackson:** ARMS2 Expansion is a performance-based tool to access applicants who are disqualified from the ARNG for exceeding accession standards for body fat composition above 2.1%, and up to 8%.

(1) Qualifications. ARMS2 Expansion is available to all NPS applicants who meet all the following requirements. ARMS2 Expansion is **NOT open to GNPS or PS applicants**.

(a) Due to limited start dates and quota, the following MOSs /Career Management Fields (CMF) will not be eligible for ARMS2 Expansion: 11B, 11C, 12 CMF (except 12B and 12C), 14 CMF, 15 CMF, 17 CMF, 19 CMF, 35 CMF, 46 CMF, 68 CMF (except 68W), 88 CMF (except for 88M), 89 CMF, 94 CMF, 13M, 13R, 18X, 25S, 27D, 31E, 36B, 42R, 56M, 91A, 91H, 91J, 91M, 91P, 91S, 92L, 92M, 92R, 92S.

(b) Applicants are not authorized to enlist into an MOS that requires training beyond BCT and AIT.

(c) Due to the increased health risks, specifically cardiac events, associated with increased body fat in older applicants, applicants with an approved age ETP are not eligible to participate in the ARMS 2.0 program.

(d) AFQT: Achieve an AFQT score of 31 or higher on the ASVAB.

(e) TAPAS guidance. For those achieving an AFQT score of 31-49, achieve a TAPAS score of 100 or above on the Will Do (WD). **No exceptions to policy (ETP) will be granted for applicants not meeting the minimum TAPAS score requirements.** For those achieving an AFQT score of 50 or above, no minimum TAPAS score is required.

(f) Any changes/cancellations to ARMS2 Expansion (A6) reservations, will be executed by the ROC NCOIC. Requests must be sent via email to NGB-ROC_HRRO@army.mil.

(g) Split Option enlistments are NOT authorized for ARMS2 Expansion.

(h) Must enlist under a 6x2 contract.

(i) Applicants are NOT authorized to enlist into Officer Producing Programs (09S, 09R, and 09W).

(j) Applicants must have a signed DA 5500/5501 within 30 days of Accession and within 30 days prior shipping to training.

(k) Applicants must be holding a primary vacancy for MOS.

(2) Post-Accession. In accordance with reference b, Warriors who enlist under the ARMS2 Expansion must meet body fat composition standards no later than one (1) year after starting Initial Active Duty for Training (IADT). These Soldiers will not be subject to a suspension of favorable personnel action for exceeding the body fat composition standards prior to meeting the one-year timeline.

(a) Warriors who no longer qualify for ARMS2 Expansion (over 8%) may be retained by the RRC for up to 12-months from the original contract date, provided they meet initial entry body composition standards as outlined in 1d. prior to starting IET.

(b) Warriors who enlisted under ARMS2 Expansion and meet the 2% or below body fat composition prior to their scheduled fitness camp start date can RENO into a BCT/AIT seat. ARMS Warrior will not RENO within 30 days of ship date. If they meet the 2% or below standards within the 30-day window, they will arrive at the 120th RECBN, have their BMI validated, and inserted directly to BCT start location from FSPC, Ft. Jackson.

c. Army Preparatory School (program code T7 – ASDP (09M ONLY) Ft. Jackson:

All 09M accessions are counted as a CAT IV accession until the Warrior retests and qualifies as a CAT IIIB-or higher. All CAT IV accessions scoring between 21-30 will attend the Academic Skills Development Enlistment Program (09M). Trainees who are discharged from FSPC will not be authorized to reenter the FSPC. Reservations will be made against the first available RECSTA. Renegotiations are not authorized unless moral or medical issue arises. States/RRNCOs/GCs will not recommend or guarantee MOS choices prior to, during, or after enlistment.

(1) Qualifications. FSPC/09M must meet the following criteria.

(a) Non-Prior Service (NPS). GNPS and PS are NOT authorized to enlist into this program.

(b) Can enlist for a 3x5 or a 6x2 term of service (unless they are enlisting with a combo of T7/A6 or T7/AM - then they must enlist under 6x2).

(c) Education credential Tier 1 (HSSRs will require HRR 900 signed within 30 days of Accession and most up-to-date transcripts to show proof of graduation date).

(d) Must ship within the specified ship window set by the ROC.

(e) **Achieve TSC IV (21 – 30) on the ASVAB (No ETP Authorized)**

(f) Applicants with a major misconduct waiver(s) are not eligible.

(g) Have a valid MEPS physical (Including DAT results and approved medical waiver, if applicable).

(h) English as a Second Language (ESL) applicants are not authorized for this program.

(2) Processing Guidance

(a) The GC will submit the record to REQUEST after adding the Recruiting Test Program Code of 'T7' on the Manage 680-ADP screen within RZ.

(b) GC will enter and advise the following on the DD 1966: "I understand I will be attending the Future Soldier Preparatory Course (FSPC) with the intent to raise my overall Armed Forces Qualification Test (AFQT) score. Upon successfully raising my AFQT and overall ASVAB scores, I will be renegotiated into a training path / Military Occupational Skill (MOS) that I qualify for, preferably within 50 miles of my Home of Record (HOR). This MOS will have the first possible ship date so I can get to Basic Combat Training (BCT) immediately after raising my scores and is a MOS with a valid vacancy at the needs of my State ARNG." The SM will initial that they understand the statement.

(c) Occupational Physical Assessment Test (OPAT). Warriors enlisting under the 09M program must have a completed test recorded and uploaded into Recruiter Zone before shipping to the 09M course.

(d) Any changes/cancellations to 09M (T7) reservations, will be executed by the ROC NCOIC. Requests must be sent via email to NGB-ROC_HRR-O@army.mil.

(3) Follow-on Training Guidance

(a) Warriors will participate in the preparatory course for no more than 90 days from the class start date.

(b) Additional OPAT testing at the training base is not authorized to achieve a higher physical demands category prior to renegotiating into an MOS.

(4) Renegotiation Process at Fort Jackson. Upon completion of the FSPP, the Ft.

Jackson RENO NCOs will notify the state or territory IADT Manager/RSP coordinator of a pass or fail status and will upload supporting documents into Vulcan.

(a) Input ACFT scores and upload DA 705 into RZ/ERM.

(b) AFQT scores taken while at FSPP will only be used by RENO LNOs. These scores will not be used after an applicant is discharged for re-enlistment purposes.

(c) MOS Renegotiations: Upon completion of the FSPP, the Ft. Jackson ARNG FSPP Team will be responsible for renegotiating the MOS for qualified 09M trainees. This process involves evaluating the trainees OPAT, Line Scores, PULHES, and Home of Record (HOR). State to trainee consulting is not permitted. Trainees have 24 hours to select an MOS or will be REFRAD back to the state.

(d) Utilizing Renegotiation Systems: RENO NCOs will use AUVS and REQUEST to identify available MOS options. AUVS will be used to identify all possible unit vacancies in conjunction with NGB ROC. REQUEST will serve as the primary resource to assist in matching the trainees' qualification and preferences.

(e) Trainees are not eligible to RENO into an MOS that requires a Top-Secret clearance. Complete DA 4187 with selected MOS, Unit information, Trainee and Authorizing Command signature.

(f) Trainees are not eligible to RENO into the following MOSs/CMFs upon completion of FSPP: 14 CMF, 15 CMF, 17 CMF, 18 CMF, 19 CMF, 25 CMF, 35 CMF, 46 CMF, 68 CMF, 94 CMF; MOS 09R, 09S, 09W, 27D, 36B, 42A, 42R, 56M, 92L, 92M, 92R.

(g) MOS Selection and Reservation: Once an appropriate MOS has been identified, RENO NCOs will complete a reservation in REQUEST. Additional support will be coordinated through the appropriate designated channels. This step ensures that the desired MOS is secured for the trainee, pending further administrative processes.

(h) Communication with States: RENO NCOs will maintain open communication with respective states of the trainees, providing regular updates on the trainees' status. This communication will occur through Vulcan and a follow up e-mail to the identified IADT POC.

(i) State Conditions: States that have no valid vacancies within 50 miles of the trainee's home of record will have excess vacancies built by the National AUVS managers. This is to assist in managing the excess positions within a state.

(5) 09M Renegotiation Process – Concurrent communication between the ARNG ROC, Ft. Jackson DAC GC and the Ft. Jackson RENO NCOs will ensure a smooth renegotiation process.

(a) Verify updated information in Manage 680-ADP and submit record to REQUEST.

(b) Verify trainee meets qualifications for selected MOS IAW DA PAM 611-21 and that the MOS is not on the list mentioned in paragraph c.4(c).

(c) Verify unit vacancy in REQUEST 3.0.

(d) Set applicable overrides as needed.

(e) Verify medical waiver cover sheet is uploaded (if required).

(f) RENO and ensure original Recruit Test Program Codes are re-entered.

(g) Ensure trainee is ship confirmed in REQUEST.

(h) Notify RRB Staff when the RENO is complete.

d. **09M/ARMS Expanded (Program code T7/A6) Ft. Jackson (DUAL PARTICIPANT):**

This FSPC option allows for applicants scoring between a 21-30 AFQT and are 2.1% up to 8% over on body fat composition to enlist. The intent is that while attending the 09M (Academic Skills Development Enlistment Program) portion of the FSPP, they will simultaneously participate in the ARMS Expanded fitness program.

(1) Qualifications. For both T7 and A6 identified in both paragraphs b. and c. above will apply to the T7/A6 dual participation program. Both individual program standards will be met for an applicant enlisting under this option.

(2) Applicants not meeting the eligibility criteria for each program identified in paragraphs b. and c., are not eligible to attend the T7/A6 dual participation program and are not eligible to enlist under the FSPP until they can meet the standards.

(3) Any changes/cancellations to 09M/ARMS2 Expansion (T7/A6) reservations will be executed by the ROC NCOIC. Requests must be sent via email to NGBROC_HRR-O@army.mil.

e. 09M/ARMS (Program code T7/AM) Ft. Jackson (Regular ARMS going to 09M):

The FSPP option allows for applicants scoring between a 21-30 AFQT and that meet the enlistment eligibility for ARMS (2% or less) to enlist. The intent is allowing previously not qualified ARMS applicants, who qualify as a CAT IV, the ability to attend the 09M course. These enlistments count against the CAT IV percentage allocation of the state.

(1) Qualifications. For both T7 and AM identified in both paragraphs a. and c above will apply to the T7/AM dual participation program. Both individual program standards will be met for an applicant enlisting under this option.

(2) Applicants not meeting the eligibility criteria for each program identified in paragraphs a. and c., are not eligible to attend the T7/AM dual participation program and are not eligible to enlist under the FSPC until they can meet the standards.

(3) Any changes/cancellations to 09M/ARMS (T7/AM) reservations, will be executed by the ROC NCOIC. Requests must be sent via email to NGB-ROC_hrrro@army.mil.

P-3. MEPS Guidance Counselor Processing Instructions.

a. Managing ARMS applicants returning to MEPS after their initial MEPS physical.

(1) Applicants that have a Body Fat Percentage (BFP) of greater than 8% will have a Return Justified (RJ) date established by MEPS with an administrative hold placed on their record in the USMEPCOM Integrated Resource System (USMIRS). They are not eligible for enlistment into the ARNG at that time.

(2) The RJ date will reflect 16 days for every 1% that the applicant needs to lose to meet traditional enlistment standards. Applicants whose body fat percentage exceeds the threshold for the enlistment option that they desire can return to the MEPS for reevaluation of HT/WT after the RJ date has been satisfied.

(3) Applicants are not required to undergo additional HT/WT screening at the MEPS. The Recruiting and Retention NCOIC will complete and upload the signed DD 5500/5501 once the applicant falls within the standard for the desired enlistment option. The MEPS GC will perform a quality check on the applicant's record to ensure the RJ timeline has been met for the projected enlistment option. Once verified, the GC will remove the administrative hold in USMIRS 1.1 and select the appropriate enlistment option.

b. Guidance for MEPS GC's when the applicant is at MEPS.

(1) Validate the applicant's medical profile in USMIRS to ensure the applicant is qualified to enlist, and the applicant is no more than two percent (2%) over the body fat standard for ARMS, and no more than eight percent (8%) for the ARMS2 Expansion.

(2) Ensure applicant has a qualifying AFQT and TAPAS score established in P-2a and P-2b of this message.

(3) Contact State Operations for approval and verify the state has the required number of enlistments to authorize an ARMS and ARMS2 Expansion accessions. For example, every 20 NPS enlistments would allow one ARMS accession for that State, Territory, or District of Columbia, or National Guard Bureau. ARMS and ARMS2 Expansion applicants cannot exceed five percent (5%) of the State's total accessions. ETP will be requested through the ROC at NGB-ROC_HRR-O@army.mil.

(4) The MEPS GC will upload the signed ARMS MFR in the Document Folder: Medical, Document Name: ARMS 2.0 Memorandum in ERM, in USMIRS 1.1 under ARMS Memo. Also upload DA5500/5501 in USMIRS and clear the Admin Hold.

(5) In the manage 680-ADP section of RZ, select the appropriate Recruiting Test Program Code from Paragraph 3 before pushing the record to REQUEST.

(6) Schedule the applicant to ship in USMIRS as a Traditional MEPS Shipper or a Direct Shipper.

(7) Request for Orders must reflect the training path on the REQUEST Printout to include 13 weeks FSPP/ARMS at the FSPP Fitness Training Program at Fort Jackson. See Enclosure 1 for examples of each type of order and additional instructions.

(8) Shipping Guidance. ARMS and ARMS2 Expansion applicants are authorized to quick ship via MEPS or Direct Ship.

c. REQUEST Operations Center (ROC) Processing Guidance.

(1) Validate Recruiting Test Program Codes AM, A6, T7, T7/A6, and T7/AM are properly entered and submitted to REQUEST and required supporting documents have been uploaded into RZ. See paragraph 3.

(2) The ship date based on selected program will be backdated from RECSTA start date as appropriate.

P-4. Recruit Sustainment Program (RSP) Management Guidance

a. Ensure all ARMS and ARMS2 Expansion shippers pass the OPAT prior to shipping to IADT. Recommend RSP test Warriors in RED Phase.

b. Complete a DA Form 5500/5501 for ARMS and ARMS2 Expansion and upload into Vulcan and Recruiter Zone (RZ) to monitor the progress of Warriors enlisted under ARMS.

c. Responsible for ensuring that HT/WT is conducted within 72 hours of ship date to ensure all ARMS and ARMS2 Expansion Warriors are not more than 2% or 8% over their authorized body fat standard. DA Form 5500/5501 must be uploaded into RZ in the Medical folder using DA 5500/5501 for review by the MEPS GC.

d. Notify the MEPS GC if the ARMS Warrior is discharged for failure to meet or comply with the above guidance. Email a copy of the discharge order to the MEPS GC who will upload the document to remove them in USMIRS and then complete a Full Cancellation with the ROC.

e. RSP personnel will inform the gaining unit commander they are receiving a Soldier

participating in the ARMS prior to the Gold Phase Battle Handoff (final RSP drill) and that ARMS Soldiers are allowed one year after ship date to meet the body fat standards of AR 600-9.

P-5. ARNG Recruiting and Retention Battalion (RRB) Responsibilities

- a. Ensure ARMS and ARMS2 Expansion enlistments do not exceed five percent (5%) of total accessions of each State, Territory, the District of Columbia, or National Guard Bureau total accessions.
- b. Maintain a roster of all ARMS and ARMS2 Expansion accessions locally for any future data call requirements.
- c. Upon arrival to the reception site, ensure ARMS and ARMS2 Expansion trainees meet the requirement of 2% for ARMS and 8% for 2.0 Expansion. Those trainees who fail to meet the standard IAW AR 40-501 table 2-1 will be REFRAD back to their State, Territory or District of Columbia and processed for separation. Separation Authority is The Adjutant General (TAG) of their State, Territory or District of Columbia.

P-6. Gaining Unit Commanders Responsibilities

- a. Acknowledge receipt of Soldiers arriving to the unit that enlisted under the ARMS and ARMS2 Expansion. Commanders or a designee will counsel the Soldier on maintaining compliance with the terms of the Soldier's enlistment contract and monitor the Soldier's progress on meeting AR 600-9 body composition standards within the 12- month period set by this program.
- b. Report changes in status of Soldiers who fail to meet the ARMS standard and are discharged to the RRB. RRBs will track unit reporting metrics.
- c. Acknowledge that Soldiers enlisted under the ARMS Program will not be subject to suspension of favorable personnel actions for exceeding the body fat standards prior to meeting the one-year timeline from the date applicant ships to IADT.
- d. ARMS MFR template and the OPAT MOS list can be retrieved from the MilSuite link provided: <https://www.milsuite.mil/book/docs/DOC-674126>

P-7. General Program Information

- a. If Warriors fail to meet the minimum standards of the Academic Skills Development (09M) FSPP, the RENO LNCO will notify the state IADT Manager/RSP Coordinator of the failure. TAG or designated O6 of each State, Territory, or District of Columbia will determine if the Trainee is retained as a CAT IV or REFRAD to the state for separation. If the decision is to RETAIN the Soldier as a traditional CAT IV, a memorandum from TAG or designated O6 is required to RENO the Trainee.
- b. The ROC will conduct an audit of CAT IV accessions in the 4TH quarter of current FY to determine DoD ARNG CAT IV percentage compliance. Guidance will be published on managing the remainder of the FY CAT IV (09M, 09C, CAT IV) accessions.
- c. For MEPS Travel Orders formats and Shipping guidance see Figure P-1 and P-2.

ARNG-HRH (RN 601)
SUBJECT: FY 24 ARNG Accession Options Criteria (PPOM 24-017)

Figure P-1 ARMS2 Expansion (Program code A6). (2.1-8%) Ft. Jackson.

DEPARTMENT OF DEFENSE MILITARY ENTRANCE PROCESSING STATION 600 Dr. Martin Luther King Jr., Place Room 477 Louisville, KY 40202-2230	
ORDERS:	03 January 2023
TO: SHIPPER NAME, _____ PFC, ARNG PERSONAL INFORMATION	
With consent of the Governor of Indiana, you are ordered to initial active duty training (IADT) under 10 USC 12301. Upon completion of the training period shown below, unless sooner relieved or extended by proper authority, you will return to your home. Shipment of the weight allowance of household goods prescribed in the Joint Federal Travel Regulations is not authorized. Travel of dependents is not authorized. Proceed from your current home address and report to your local RSP site no later than 0600 on 06 February 2023 and then:	
Report to: 120 th AG Bn, Ft Jackson, SC Reporting date: 06 February 2023 Report to ESL: 120 th Adjutant General Battalion (Reception), FT Jackson, SC for 99 weeks of English language training Reporting date: 06 February 2023 Report to Basic Training: 43 rd AG BN, Ft Leonard Wood, MO Reporting date: 15 May 2023 Advanced Individual Training (AIT) activity and location: U.S. Army Soldier Support Center, Ft Jackson, SC AIT reporting date: 24 July 2023 Training period: Approximately 18 weeks or completion of Basic and MOS training. Military occupational specialty (MOS): 42A10, Alternate MOS: N/A Pay entry base date (PEBD): 22 December 2022	
This is a centrally billed account for ticket purchase. Acc clas, tvl: 206010D23 A18OO 100301D312PRTF 1198 18GE13 21001 & 20601D23 A18OO 100301D3102PRTF 1198 18GE13 21001 & 20601D23 A18OO 100301D3102PRTF 1198 18GE13 21001 Pay and alw: 206010D23 A18OO 100301D312PRTF 1198 18GE13 21001 & 20601D23 A18OO 100301D3102PRTF 1198 18GE13 21001 & 20601D23 A18OO 100301D3102PRTF 1198 18GE13 21001 Clothing: 206010D23 A18OO 100301D312PRTF 1198 18GE13 21001	
FOR THE COMMANDER:	***** OFFICIAL COPY DEPARTMENT OF DEFENSE LOUISVILLE MEPS *****
	_____ CPT, AG Executive Officer
DISTRIBUTION: Tng sta enl packet (1) Sponsoring retg svc cdr (3)	

ARNG-HRH (RN 601)
SUBJECT: FY 24 ARNG Accession Options Criteria (PPOM 24-017)


Figure P-2 Army Preparatory School (program code T7) ASDP (09M ONLY) Ft. Jackson.

DEPARTMENT OF DEFENSE MILITARY ENTRANCE PROCESSING STATION 600 Dr. Martin Luther King Jr., Place Room 477 Louisville, KY 40202-2230	
ORDERS:	14 April 2023
TO: SHIPPER NAME, _____ PFC, ARNG PERSONAL INFORMATION	
With consent of the Governor of Indiana, you are ordered to initial active duty training (IADT) under 10 USC 12301. Upon completion of the training period shown below, unless sooner relieved or extended by proper authority, you will return to your home. Shipment of the weight allowance of household goods prescribed in the Joint Federal Travel Regulations is not authorized. Travel of dependents is not authorized. Proceed from your current home address and report to your local RSP site no later than 0600 on 06 February 2023 and then:	
Report to: 120 th AG Bn, Ft Jackson, SC Reporting date: 01 May 2023 Report to ESL: 120 th Adjutant General Battalion (Reception), FT Jackson, SC for 99 weeks of English language training Reporting date: 01 May 2023 Report to Basic Training: Basic Training Location TBD Reporting date: TBD Advanced Individual Training (AIT) activity and location: TBD AIT reporting date: TBD Training period: Duration of Basic and MOS training to be determined. Military occupational specialty (MOS): 09M10, Alternate MOS: 09M10 Pay entry base date (PEBD): 07 April 2023	
This is a centrally billed account for ticket purchase. Acc clas, tvl: 2132060 18 100301D3202PRTF A1835 021001 & 2132060 18 100301D3202PRTF A1835 021001 & 2132060 18 100301D3202PRTF A1835 021001 Pay and alw: 2060 18 100301D3202PRTF & 2060 18 100301D3202PRTF & 2060 18 100301D3202PRTF Clothing: 2132060 18 100301D3202PRTF 5085691698 A1835	
FOR THE COMMANDER:	***** OFFICIAL COPY DEPARTMENT OF DEFENSE LOUISVILLE MEPS *****
	CPT, AG Executive Officer
DISTRIBUTION: Tng sta enl packet (1) Sponsoring retg svc cdr (3) Travel section (1) File (1)	

ARNG-HRH (RN 601)

SUBJECT: FY 24 ARNG Accession Options Criteria (PPOM 24-017)

Figure P-3 ARMS 2.0 MEPS GC MFR

	NATIONAL GUARD BUREAU 111 SOUTH GEORGE MASON DRIVE ARLINGTON VA 22204-1373
ARNG-HRR	Today's date
MEMORANDUM FOR RECORD	
SUBJECT: Exception to Policy – Assessment of Recruit Motivation and Strength	
1. The Army National Guard has verified that the applicant cited below is qualified to enlist under the (circle one) ARMS 2.0 or ARMS 2.0 Expanded Program and is hereby granted an exception to Army body fat standards reflected in AR 40-501.	
Last Name:	
First Name:	
PRID:	
AFQT:	
Body Fat Authorized:	
Body Fat Actual:	
TAPAS:	
MOS:	
2. The information on the applicant mentioned above in paragraph 1 was verified true and correct by the undersigned.	
3. The point of contact for this action is the undersigned.	
FIRST M. LAST RANK, MEPS (A01) ARNG Guidance Counselor	

Glossary

Section I Abbreviations

AD

Active Duty

ACFT

Army Combat Fitness Test

AFCT

Armed Forces Clarification Test

AFQT

Armed Forces Qualification Test

AICE

Association of International Credential Evaluators

AIT

Advanced Individual Training

ALCPT

American Language Course Placement Test

AMPA

Army Musician Proficiency Assessment

AOC

Accession Options Criteria

APT

AFQT Predictor Test

ARISS

Army Recruiting Information Support System

ARNG

Army National Guard

ARNG-CSG

Army National Guard Chief Surgeon General

ARNG-HRH

Army National Guard Personnel Policy Division

ARNG-HRH (RN 601)

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ARNG-HRH-O

Army National Guard Personnel Policy Branch Officer Policy Branch

ARNG-HRR

Army National Guard Strength Maintenance Division

ARNG-HRR-AC

Army National Guard Strength Maintenance Division Accessions Branch

ARNG-HRR-O

Army National Guard Strength Maintenance Division Recruiting Operations Branch (also referred to as ROB)

ARNG-HRR-O-ASO

Army National Guard Recruiting Strength Maintenance Division Operations-
Accession Suitability Office

ARNG-HRR-O-ROC

Army National Guard Strength Maintenance Division REQUEST Operations Center

ARNG-HRR-O-Waiver Section

Army National Guard Recruiting Strength Maintenance Division Operations Branch-
Waiver Section

ARNG-SAP

Army National Guard Substance Abuse Program

ARMS

Assessment of Recruit Motivation and Strength

ASO

See ARNG-HRR-O-ASO

ASVAB

Armed Services Vocational Aptitude Battery

ATRRS

Army Training Requirements and Resources System

AUVS

Automated Unit Vacancy System

BCT

Basic Combat Training

CAR

Chief, Army Reserve

ARNG-HRH (RN 601)

SUBJECT: FY 24 ARNG Accession Options Criteria (PPOM 24-017)

CASP

Civilian Acquired Skills Program

CCWO

Command Chief Warrant Officer

CG

Commanding General

CMO

Chief Medical Officer

DA

Department of the Army

DAT

Drug and Alcohol Test

DARNG

Director, Army National Guard

DD

Department of Defense

DHS

Department of Homeland Security

DoDI

Department of Defense Instruction

DODID

Department of Defense Identification Number

DMDC

Defense Manpower Data Center

DMOSQ

Duty Military Occupational Specialty Qualified

DMPM

Director of Military Personnel Management

DTMS

Defense Talent Management Syst

ECLT

English Comprehension Language Test

ARNG-HRH (RN 601)

SUBJECT: FY 24 ARNG Accession Options Criteria (PPOM 24-017)

EPTS

Existed Prior to Service

ERM

Electronic Records Management

ESC

Expedited Screening Cell

ESP

Expedited Screening Protocol

ETP

Exception to Policy

FE

Fraudulent Enlistment

FLAG

Report to Suspend Favorable Personnel Actions

FLRI

Foreign Language Recruiting Initiative

FRB

Federal Recognition Board

FSPC

Future Soldier Preparatory Course

FY

Fiscal Year

G-1

Personnel Officer

GC

Guidance Counselor

GIMS

Guard Incentives Management System

GOMOR

General Officer Memorandum of Reprimand

GNPS

Glossary Non-Prior Service

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SUBJECT: FY 24 ARNG Accession Options Criteria (PPOM 24-017)

GT

General Technical Score (ASVAB)

HALO

High Altitude Low Opening

HIV

Human Immunodeficiency Virus

HRR

See ARNG-HRR

HSPD

Homeland Security Presidential Directive

IADT

Initial Active Duty for Training

IERW

Initial Entry Rotary Wing

IET

Initial Entry Training

IMR

Individual Medical Readiness

INS

Immigration and Naturalization Services (legacy agency replaced by USCIS)

iPERMS

Interactive Personnel Electronic Records Management System

IRR

Individual Ready Reserve

JROTC

Junior Reserve Officers' Training Corps

LNCO

Liaison Non-Commissioned Officer

LPR

Lawful Permanent Resident

M2G

Marine to Guard

ARNG-HRH (RN 601)

SUBJECT: FY 24 ARNG Accession Options Criteria (PPOM 24-017)

MATS

Medical Action Tracking System

MCST

Multiple Circle Stereopsis Test

MEDCHART

Medical Electronic Data for Care History and Readiness Tracking

MEDPROS

Medical Protection System

MEPS

Military Entrance Processing Station

MOS

Military Occupational Specialty

MRD

Mandatory Return Date

MSO

Military Service Obligation

NACES

National Association of Credential Services

NBIB

National Background Investigation Bureau

NCO

Non-commissioned Officer

NGB

National Guard Bureau

NGCF

National Guard College First

NPS

Non-Prior Service

NSOPW

National Sex Offender Public Website

OAD

Other Adverse Disposition

ARNG-HRH (RN 601)

SUBJECT: FY 24 ARNG Accession Options Criteria (PPOM 24-017)

OCS

Officer Candidate School

OSM

Officer Strength Manager

OPAT

Occupational Physical Assessment Test

OSUT

One Station Unit Training

PAL

Police Agency List

PDC

Physical Demand Category

PDP

Predetermination Packet

PE

Physical Examination

PHA

Physical Health Assessment

PiCAT

Pending Internet Computerized Adaptive Test

PMS

Professor of Military Science (SROTC)

PMOS

Primary Military Occupational Specialty

PPOM

Personnel Policy Operational Memorandum

PRD

Personnel Record Identifier

PS

Prior Service

PSEB

Prior Service Enlistment Bonus

ARNG-HRH (RN 601)

SUBJECT: FY 24 ARNG Accession Options Criteria (PPOM 24-017)

PULHES

Physical capacity, Upper extremities, Lower extremities, Hearing, Eyes, psychiatric

RA

Regular Army

RC

Reserve Component

RE

Reentry Eligibility

REDD

Reenlistment Eligibility Data Display

REFRAD

Released From Active Duty

REQUEST

Recruit Quota System

RFO

Request for Orders

RFP

Recruit Force Pool

RI

Recruiting Impropriety

ROB

See ARNG-HRR-O

ROC

See ARNG-HRR-O-ROC

ROTC

Reserve Officers' Training Corps

RR

Ready Reserve

RRB

Recruiting and Retention Battalion

RRC

Recruiting and Retention Commander

ARNG-HRH (RN 601)

SUBJECT: FY 24 ARNG Accession Options Criteria (PPOM 24-017)

RRNCO

Recruiting and Retention Noncommissioned Officer

RRSC

Recruiting and Retention Section Chief

RSP

Recruit Sustainment Program

RZ

Recruiter Zone

SAAO

State Army Aviation Officer

SELRES

Selected Reserve

SF

Standard Form or Security Forces (USAF) or Special Forces (USA)

SFAS

Special Forces Assessment and Selection

SFPC

Special Forces Preparatory and Conditioning

SFQC

Special Forces Qualification Course

SHPE

Separation History and Physical Examination

SJA

Staff Judge Advocate

SMOM

Strength Maintenance Operational Message

SMWRA

Service Medical Waiver Review Authority

SOF

Special Operations Forces

SOU

Statement of Understanding

ARNG-HRH (RN 601)

SUBJECT: FY 24 ARNG Accession Options Criteria (PPOM 24-017)

SR

Suitability Review

SROTC

Senior Reserve Officers' Training Corps

SRIP

Selected Reserve Incentive Program

STO

Split Training Option

TAG

The Adjutant General

TAPAS

Tailored Adaptive Personality Assessment System

TE

Tier Evaluation

TMT

Task Management Tracker

TPU

Troop Program Unit

USAF

U.S. Air Force

USAR

U.S. Army Reserve

USCIS

U.S. Citizenship and Immigration Services

USCG

U.S. Coast Guard

USCGR

U.S. Coast Guard Reserve

USCIS

U.S. Citizenship and Immigration Services (formerly INS)

USMC

U. S. Marine Corps

ARNG-HRH (RN 601)

SUBJECT: FY 24 ARNG Accession Options Criteria (PPOM 24-017)

USMCR

U.S. Marine Corps Reserve

MIRS

MEPCOM Integrated Reporting System

USN

U.S. Navy

USNR

U.S. Navy Reserve

USMEPCOM

U.S. Military Entrance Processing Command

VCN

Vacancy Control Number

WOBC

Warrant Officer Basic Course

WOC

Warrant Officer Candidate

WOCS

Warrant Officer Candidate School

WOES

Warrant Officer Education System

WOFT

Warrant Officer Flight Training

WOSM

Warrant Officer Strength Manager

WPA

Work Preference Assessment

WTC

Warrior Transition Course

Section II -Terms

Applicant

A person who applies voluntarily for enlistment in the ARNG and is found eligible for further processing.

Closed Category

Exceptions to policy for conditions that are considered ineligible for a waiver. Closed category cases need to present clear merit, they will be considered on a case-by-case basis, under extreme scrutiny.

Conviction

When a judgment of guilty or accepted plea of nolo contendere is entered into adult criminal court records.

Glossary Non-Prior Service

Any applicant who has previously been separated from the U.S. Armed Forces with fewer than 180 days of Active Federal Service and not awarded an MOS.

- a. GNPS are not authorized incentives, if an applicant has ever assessed, they are considered P.S. and do not qualify for incentives. (DEP losses are considered NPS)
- b. For processing GNPS DAT positive at MEPS, applicants who were a DEP loss or have never shipped to training are eligible for a DAT positive waiver.
- c. GNPS applicants must meet chapter 2 trainability requirements.
- d. The term “glossary NPS” does not change the fact an applicant has had military service.

Nolle prosequi

Commonly called “nolle pros.” A formal entry on the record, by the prosecutor, that they will not prosecute the case any further. A nolle pros may be considered equivalent to dropping charges if the applicant has not had to meet any requirements by a governmental agency or court, there was no pretrial diversion, and the prosecutor does not contemplate any further proceedings on the case, and the case has not been handled through a pretrial deferment program.

Nolo contendere

Sometimes referred to as “No Contest.” a plea by which a defendant in a criminal prosecution accepts conviction as though a guilty plea had been entered but does not admit guilt.

Other adverse disposition (adult or juvenile)

Any finding, decision, sentence judgment, or disposition other than unconditionally dropped, dismissed, acquitted, or convicted. Participation in a pretrial diversion or intervention program as defined below is an OAD and shall be processed in the same manner as an OAD. Cases tried in juvenile court will always be treated as OAD. An example of an OAD are applicants with law violation(s) that occurred while attending school and were given the option to be suspended, expelled, or removed from the school district in exchange for not being criminally prosecuted).

Pretrial intervention or deferment

Every State has a program by which offenses are diverted out of the regular criminal process of a probationary period. While the programs vary from State to State, they all require the defendant to meet some requirement. When a condition is met (for example,

reporting or non-reporting probation, diversion, Juvenile Alternative Services Program, restitution, community service, etc.), or after successful completion of which the charge is disposed of in a manner that does not result in a final adjudication of guilt (most often, the defendant is required to plead guilty to get accepted into the various programs). Charges disposed of in this manner shall be processed as OAD.

Seasonal employment

Where labor is performed on a seasonal basis where, ordinarily, the employment pertains to or is of the kind exclusively performed at certain seasons or periods of the year and which, from its nature, may not be continuous or carried on throughout the year.

Section Chief

Any individual assigned to the Recruiting and Retention Battalion (RRB) that is serving as a Team Leader, First Sergeant, or is the senior Recruiting and Retention Non-Commissioned Officer (RRNCO) responsible for supervising or interpreting policy.

State(s)

As referred to in this regulation, the term State or States refers, either singularly or collectively, to the 50 States of the United States, the Commonwealth of Puerto Rico, the Territories of Guam and the U.S. Virgin Islands, and the District of Columbia.

SELRES

Active participation in an ARNG unit is service in the Selected Reserve. The Selected Reserve (also called SELRES, SR, or mistakenly Selective Reserve) are the members of a U.S. military Ready Reserve unit that are enrolled in the Ready Reserve program and the reserve unit that they are attached to. Selected Reserve members and units are considered in an active status.

“Sexual in nature”

Means, but is not limited to sexual gratification, discrimination, coercion, molestation, harassment, or pressure of any kind. It is indicated when the action of the charge is intended to arouse or sexually gratify the defendant or the victim of the action.

State Waiver Analyst

The individual within a State/territory (usually in RRB operations) that is responsible for processing accession waivers for that State/territory.

Whole Person Concept

The whole person concept is used when determining the applicant's potential for service. Areas of consideration under this concept may include number of offenses, severity of the charges, the actual sentence, and applicant's age at time of the violation. Other considerations are physical qualification for enlistment, employment history of applicant, educational achievements of the applicant, information, and favorable comments from probation and parole officers, employers, and school officials.