



NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1373

ARNG-HRR

26 October 2020

MEMORANDUM FOR Army National Guard (ARNG) Recruiting and Retention Force (RRF)

SUBJECT: SMOM 21-009 (T) – Strength Maintenance Training Center (SMTC) Non-career Recruiter Course (NCR) Prerequisites

1. References. See Enclosure 1 for a complete list of references.
2. This memorandum is the single reference for attending the NCR course at SMTC. SMOM 21-002 is rescinded.
3. Coordination. The SMTC will provide all students registered within the Army Training Requirements and Resource System (ATRRS) detailed content pertaining to in-processing and completing any interactive multimedia instruction (IMI) requirements within 30 days of the course start date. Students who fail to in-process properly within 72 hours following the course start date will be recommended for dis-enrollment from the course.
4. Recruiting and Training Cadre Suitability. All students attending a course requiring suitability approval must report on day 1 with a memorandum from the Recruiting and Retention Battalion (RRB) Commander validating the Soldier has completed State (Local) screening and the Federal (Centralized) screening has been initiated.
5. **805B-SQI4, Non-career Recruiter Course, SQI4.**
 - a. Purpose: This course provides ARNG enlisted Soldiers with the knowledge, skills, and techniques to perform as an ARNG Recruiting and Retention Noncommissioned Officer (RRNCO).
 - b. Prerequisites: Any Soldier that does not meet the course prerequisites within 72 hours following the course start date will be dis-enrolled from the course and returned to their assigned state. Soldiers must-
 - (1) Have a minimum General Technical (GT) score of 110. This requirement can be waived with GT score of 100 or GT score of 95 and Skilled Technical (ST) of 95. See paragraph f for exception to policy (ETP).
 - (2) Have State-Power User access to the Director's Personnel Readiness Overview (DPRO) and Retention Management System (RMS) within 72 hours of

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reporting. Soldiers must maintain State level access for the duration of the course. Access to these systems are requested at the SMMS or G1 Portal. Access is to be granted by the Soldier's home state.

(3) Have a Recruiter Station Identification (RSID) by the first day of training. Soldiers need to be assigned at least three zip-codes and two schools in the Force Structure, Address, and ZIP code Realignment System (FAZR).

c. Target audience: ARNG Enlisted Soldiers in the rank SGT-SFC, who possess an Army MOS and projected to fill, or currently assigned to, a valid 79T or SQI4 Recruiting and Retention position.

(1) Exceptions may be considered for Soldiers in rank SPC/CPL. These Soldiers must have at least three years of time in service and be a graduate of the Basic Leader Course. See paragraph f for requesting an ETP.

(2) Soldiers in the rank of MSG and above are not authorized to attend this course. No ETP will be considered for these Soldiers.

d. Training seats will be filled by priority:

(1) AGR Soldiers in a valid recruiting and retention Table of Distribution and Allowances (TDA) paragraph and line number, with a production mission requirement.

(2) Full-Time National Guard Duty Operational Support (FTNGD-OS) Soldiers projected to occupy a valid recruiting and retention TDA paragraph and line number, with a production mission requirement.

e. Length: This course is scheduled for five weeks.

f. Exceptions to Policy (ETP) and Waiver request guidance:

(1) ETPs and waivers are considered for approval on a case-by-case basis and must be submitted as outlined within this memorandum.

(2) Line Score Waiver (LSW) requests must include proof of ASVAB line scores. Authorized proof source documents include; Enlisted Record Brief (ERB), REDD Report and a printout from ASVAB testing center. A Memorandum for Record (MFR) from the RRC is not authorized.

(3) Requests for an ETP or waiver must be submitted within five business days before the class start date.

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(4) The Chief, SMTC is the final approval authority for any single rank ETP or LSW as outlined in this memorandum.

(5) Chief, Strength Maintenance Division (ARNG-HRR) is the final approval authority for any combination of two or more ETPs or other waiver request. These requests must be submitted to the Chief, SMTC who will route to ARNG-HRR.

(6) ETP and waiver request will be processed in the following manner:

(a) Soldier uploads request memo into Blackboard in the appropriate column (LSW, ETP, or combination) within five business days of the class start date.

(b) SMTC Operations will process each waiver request.

(c) Processed requests will be uploaded into Blackboard by SMTC Operations. The requesting Soldier and Recruiting and Retention Battalion (RRB) will be notified of any disapproved requests via e-mail.

g. APFT/ACFT and Height/Weight Prerequisites: As outlined in reference 1j (Enclosure 1), Soldiers attending this course require a passing APFT/ACFT score as a graduation requirement and will provide their last record DA Form 705 with height and weight data included. If applicable, include the DA Form 5500/5501.

(1) Soldiers who fail the ACFT will be issued an Academic Evaluation Report (DA Form 1059) that reflects "Failed to Achieve Course Standard" (for resident courses only).

(2) Soldiers who are over 40 years old are required to have a cardiovascular disease risk evaluation as outlined in AR 40-501. The physical must be conducted within one year of reporting to this course. These Soldiers will hand-carry a copy of their PHA. Soldiers with permanent profiles may be considered for enrollment as outlined in AR 350-1.

h. Profiles: A physical profile rating of 132221 is required for all Soldiers attending this course. Soldiers with medical profiles due to operational deployments will be permitted by their immediate commanders to attend appropriate courses within the guidelines of their profile. Soldiers must arrive at the course with a copy of their profile and a memorandum signed by their commander, stating the profile has been continuous and is a result of injuries sustained during operational deployment.

(1) Soldiers with temporary profiles that are not a result of operational deployment and prevent full participation in the course will be removed or deferred from

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school attendance consideration by their immediate commander until the profile is removed.

(2) Pregnant or postpartum Soldiers will meet the standards outlined in AR 350-1 Chapter G-9, paragraph f.

(3) Soldiers with permanent profiles may be considered for enrollment as outlined in AR 350-1. Soldiers with permanent designator of "2" in the physical profile must include a copy of DA Form 3349 (Physical Profile) as part of the course application. They will be eligible to attend and train within the limits of their profile provided they can meet course graduation requirements. Soldiers with a permanent designator of "3" or "4" in their physical profile must include a copy of DA Form 3349 and the MOS Administrative Retention Review (MAR2) results as part of the course application.

(4) Soldiers receiving temporary or permanent physical profile limitations after starting resident training will be evaluated by the Chief, SMTC to determine continued enrollment. Soldiers who have met, or will be able to meet, graduation requirements will continue to be trained within the limits of their profile. Soldiers who are unable to meet graduation requirements will return to their unit.

(5) Soldiers with a temporary or permanent shaving profile are not eligible to attend this course.

6. This guidance remains valid until 30 September 2021 or rescinded from this office.

7. Point of contact for this message is MSG James D. Wilson Jr., (501) 212-4914, james.d.wilson2.mil@mail.mil.

3 Encls

1. References
2. HRR Form 600-1
3. MFR for ETP/LSW Waiver

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LTC, AG
Chief, Strength Maintenance Division
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