



## NATIONAL GUARD BUREAU

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ARLINGTON VA 22204-1382

ARNG-HRR

11 October 2016

### MEMORANDUM FOR NG J1 RRF (All-Entire RRF)

SUBJECT: SMOM 17-001, Simultaneous Membership Program and Officer Candidate School Enlistment Option Checklists

#### 1. References:

- a. Army Regulation 601-210, Active and Reserve Component Enlistment Program, dated 31 August 2016.
- b. NGR 600-100.
- c. NGR 600-7.
- d. Army National Guard Accessions Options Criteria (AOC) FY-16-17, Third Edition, 01 April 2016.
- e. PPOM 13-012, Assignment of Soldiers with Special Reporting Codes 09R, 09S and 09W, dated 21 February 2013.
- f. Reserve Component Directorate Simultaneous Membership Program Standard Operating Procedure.

2. Effective immediately, Simultaneous Membership Program (SMP) and Officer Candidate School (OCS) applicants will be processed IAW this message. SMP and OCS enlistment standardization is needed to improve accession quality, packet completeness, and will aid in the accuracy of force shaping. All NPS SMP and OCS applicants must be fully processed at the Military Entrance Processing Station (MEPS) and have a validated checklist (HRR Form 200 for SMP/ state OCS and HRR form 201 for federal OCS) before REQUEST reservation and enlistment. Prior service applicants that require Basic Combat Training (BCT) must also process at the MEPS.

3. SMP /Potential SMP Processing. All SMP applicants must meet eligibility requirements listed in paragraph 9-14 of AR 601-210 and the Reserve Component Directorate SMP SOP.

- a. Potential SMP/Participant (**09R10**) is an individual who is not contracted with ROTC or enrolled in the advanced course (MS III/IV). These applicants at a minimum must:

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- (1) Be a U. S. citizen.
- (2) Meet age requirements in AR 601-210, para 9-14e (5) and (6).
- (3) Be enrolled in a full time regular course of instruction leading to a baccalaureate or advanced degree.
- (4) Be enrolled in MS II, III or IV (MS I for minuteman scholarships).
- (5) Have an AFQT of 31 or higher.
- (6) Must have a total score of 850 on the SAT (excluding writing sample), a score of 85 on the PSAT, a score of 19 on the ACT or obtain a waiver to use the GT portion of the ASVAB Per AR 601-210, para 9-14e(9).
- (7) Must obtain a PMS certification (in memorandum format) which shows applicant will be enrolled in the advanced course.
- (8) Must meet moral standards defined in NGR 600-100.
- (9) Must have a validated checklist (HRR form 200) and control number via GCRc workflow prior to enlistment.
- (10) Must obtain a Chapter 2 MEPS physical.
- (11) Must have a REQUEST reservation for BCT shipping within 270 days of enlistment.

b. A Contracted Cadet/SMP (**09R20**) is an individual who is contracted with ROTC and has executed DA Form 597/597-3 with ROTC and NGB Form 594-1. These applicants must:

- (1) Be a U.S. citizen.
- (2) Meet age requirements in AR 601-210, para 9-14e(5) and (6).
- (3) Have an AFQT of 31 or higher.
- (4) Must have a total score of 850 on the SAT (excluding writing sample), a score of 85 on the PSAT, a score of 19 on the ACT or obtain a waiver to use the GT portion of the ASVAB per AR 601-210, para 9-14e(9).
- (5) Have completed DA form 597/597-3 and NGB 594-1.
- (6) Meet moral standards defined in NGR 600-100.

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(7) Obtain a Chapter 2 MEPS physical.

(8) Have a validated checklist (HRR Form 200) and control number via GCRc workflow prior to enlistment.

c. Recruiters will complete the enlistment packet in Recruiter Zone (RZ) (100% complete) using the attached 09R/09S checklist. The BN Operations NCO will QC the packet and submit a suitability workflow to NGB through GCRc. A notification will be sent to the BN Leadership, GCs, NCOIC and RRNCO approving, disapproving or requesting additional information. The OSM or designated representative (CPT or above) must read the applicant's essay, digitally sign the completed checklist if the essay is satisfactory, validating all documents are uploaded, prior to requesting a control number. Processing may continue once the control number has been issued.

4. Officer Candidate School enlistment Option **(09S)** applicants must meet eligibility requirements listed in para 9-10 in AR 601-210. At a minimum, applicants must:

a. Be a U.S. citizen.

b. Have a minimum of 90 credits w/ a degree plan.

c. Have a 110 or higher on the GT portion of the ASVAB.

d. Meet moral standards defined in NGR 600-100.

e. Have a validated checklist (HRR Form 200) and control number via GCRc workflow.

f. Obtain a Chapter 2 MEPS physical.

g. Recruiters will complete the enlistment packet in Recruiter Zone (RZ) (100% complete) using the attached 09R/09S checklist. The BN Operations NCO will QC the packet and submit a suitability workflow to NGB through GCRc. A notification will be sent to the BN Leadership, GCs, NCOICs and RRNCO approving, disapproving or requesting additional information. The OSM or designated representative (CPT or above) must read the applicant's essay, digitally sign the completed checklist if the essay is satisfactory, validating all documents are uploaded, prior to requesting a control number. Processing may continue once the control number has been issued.

h. Additional requirements for federal OCS are as follows:

(1) Applicants must have proof of a baccalaureate degree or higher.

(2) Applicant must not have passed his or her 33rd birth date at time of shipment to

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BCT and must accept a commission prior to age 34.

(3) Must have a memorandum for record signed by a MAJ or above that states the applicant attended and was recommended by an in-person board as outlined in Chapter 9 of the FY 16/17 Accessions Options Criteria.

(4) Have a validated checklist (HRR Form 201).

5. Applicant essays are required for the simultaneous membership program and officer candidate school enlistment options. The essays must consist of the following:

a. Applicants enlisting into the SMP option must produce a 200 word minimum, handwritten and typed essay that exhibits their desire to become an officer in the ARNG. It must explain why the applicant wants to be an officer and their plan for completing MS II-IV and any required training (BCT/Advanced Camp). The essay must also include any extra curricular activities the applicant is involved in. This will fulfill the requirements in AR 601-210, para 9-14e(8) and ensure that applicant and OSM have a mutual understanding of what is expected of the individual. The essay must be scanned under handwritten and typed letter in ERM.

b. Applicants enlisting into the state OCS enlistment option must produce a 200 word minimum, handwritten and typed essay that exhibits their desire to become an officer in the ARNG. It must explain why the applicant wants to be an officer and the desired training path for OCS (traditional or accelerated). This will ensure that applicant and OSM have a mutual understanding of what is expected and can prepare for training requirements. Federal OCS applicants are exempt from this requirement. The essay must be scanned under handwritten and typed letter in ERM.

6. Waivers for using GT scores for 09R applicants will be requested as part of the GCRc workflow when requesting a control number. Operations will include the statement "Request waiver to use GT scores for applicant. SAT/ACT/PSAT scores are not available. Applicant has a GT score of xxx." No additional documentation will be required.

7. MEPS guidance counselors will need to contact the REQUEST Operations Center (ROC) for an override prior to making a reservation for 09R or 09S. It is the responsibility of the MEPS guidance counselor to ensure that a control number is present in GCRc prior to contacting the ROC and that applicants are eligible for any incentives they receive.

8. The point of contacts for this operational message are SFC Nsilo Samuels at 703-607-0944 or nsilo.k.samuels.mil@mail.mil and CPT Ervin Nicolas at 703-601-2260 or ervin.b.nicolas.mil@mail.mil.

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5 Encls

1. [FY16 SMP-SOP\\_Final.pdf](#)
2. [FEDOCS Board Memo  
Sample.doc](#)
3. [HRR Form 200.pdf](#)
4. [HRR Form 201.pdf](#)
5. [PMS Certification Example.doc](#)

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