



NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1382

ARNG-HRR

10 February 2017

MEMORANDUM FOR NG J1 RRF (All-Entire RRF)

SUBJECT: SMOM 17-023, Direct Ship (DS) Implementation

1. Effective immediately, all States, Puerto Rico, the Virgin Islands, Guam and the District of Columbia are authorized to implement the Direct Ship process based on NGB policy and program guidelines.
2. Background: The Army National Guard initially implemented RSP Direct Ship in 2008 to provide cost savings by avoiding multiple trips to MEPS and to better prepare our Soldiers for IET/AIT with a strong training POI at the Direct Ship sites during ship week.
3. The purpose of this memorandum is to provide updated guidance, procedures, and requirements involved in utilizing the Direct Ship program. States will have the authority to ship Soldiers directly from an RSP Direct Ship Site (DSS) to their IET reception battalions. All Soldiers will be medically and morally screened prior to shipping.
4. The Direct Ship SOP contains specific tasks and functions critical to the successful shipping of RSP Soldiers. The DS SOP contains several example documents, training aids, battle rhythm tips for success, and best practices. It also includes duties and responsibilities of RSP and MEPS GC Personnel, Training, Logistics, and Direct Ship Processing.
5. States have two options for shipping Soldiers to IET/AIT.
 - a. Traditional MEPS Processing. This is the method currently used by the majority of the States shipping their Soldiers to IET/AIT. Soldiers are transported to the MEPS where they enlisted into the ARNG and are shipped from that location using MEPS ARNG Guidance Counselors.
 - b. Direct Ship Processing. Soldiers are taken to the RSP Direct Ship Site. Soldiers are managed by RSP Cadre and shipped from the RSP Direct Ship Site to their IET/AIT location. The Direct Ship Soldiers are not authorized to use MEPS lodging, transportation to the airport, or meals provided at the MEPS.
6. Direct Ship SOP dated 1 February 2017, is attached to this SMOM for States choosing to implement the Direct Ship Process. This version, dated 1 February 2017, supersedes all previous versions. Attached is a Program of Instruction designed to improve the understanding and performance in the area of Shipper Packet Quality Control.

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7. Point of contact for this memorandum is Mr. Matthew R. Saracco at (703) 601-7630 or matthew.saracco.civ@mail.mil.



4 Encls

1. [Direct Ship SOP 1 Feb 2017.pdf](#)
2. [RSP Soldier's Pre-Ship Checklist 30 Jan 17.pdf](#)
3. [RSP Soldier's Monthly Pre-Ship Eligibility Screening form 15 Oct 16.pdf](#)
4. [Shipper QC POI Combined Training 27 January 2017.pdf](#)

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