



NATIONAL GUARD BUREAU

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ARNG-HRR

7 April 2017

MEMORANDUM FOR NG J1 RRF (All-Entire RRF)

SUBJECT: SMOM 17-040, Strength Maintenance Training Center (SMTC) Course Prerequisites

1. References:

- a. AR 350-1, Army Training and Leader Development, 19 August 2014.
- b. AR 600-9, Standards of Medical Fitness, 28 June 2013.
- c. AR 623-3, Army Evaluation Reporting System, 31 March 2014.
- d. AR 40-501, Standards of Medical Fitness (RAR 4 August 2011).
- e. TR 350-18, The Army School System, 21 July 2010.
- f. DA PAM 600-25, U.S. Army Noncommissioned Officer Professional Development Guide, 11 September 2015.
- g. DA PAM 611-21, <https://www.milsuite.mil/book/groups/smartbookdapam611-21>.
- h. HQDA EXORD 193-14.
- i. SMOM 15-017, Screening of Title 32 Positions of Significant Trust and Authority (POSTA), 14 April 2015.
- j. PPOM 15-040 (HRZ) Suitability and Screening Policy for Personnel Identified in or Nominated to Occupy a Position of Significant Trust.

2. The purpose of this memorandum is to provide a single reference that identifies prerequisites to attend all courses taught by the SMTC and consolidate course prerequisites and information previously published in numerous memorandums. This guidance applies to all ATRRS courses taught by SMTC in either resident or Mobile Training Team and does not apply to customized training support packages.

3. Digital In-processing and Distance Learning (DL): All students are required to upload in-processing documents into blackboard <https://guardu.ellc.learn.army.mil>. Training Development Liaison will email specific instructions for digital in-processing and DL

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modules 30 days prior to the start of the course to all students enrolled in a wait or reserved status. It is highly encouraged to have all required DL and in-processing documents uploaded prior to the start of class. However, if all requirements (in-processing documents, DL modules, uniforms) are not met within 72 hours after the course start date, the Soldier will be dis-enrolled.

4. All Soldiers 40 years' old and older attending courses that have APFT requirements and the RSP Cadre Course must have a current over 40 Physical with cardiovascular testing and blood work in accordance with AR 40-501. Per AR 350-1, a CVSP clearance granted during the Soldier's last periodic health assessment is sufficient to meet the CVSP requirement. Students meeting this criteria will hand-carry a copy of their PHA (with CVSP results) to those courses that have an APFT as a graduation requirement and the RSP Cadre Course as proof of fitness to complete the APFT. Soldiers with permanent profiles will be considered for enrollment IAW AR 350-1, par. 3-14.

5. Height/Weight: All Soldiers will be screened per AR 600-9 on day 1 of all courses.

a. Soldiers attending the ARNG Non-Career Recruiter Course who fail the initial height and weight screening will be enrolled only if he/she can reasonably lose the recommended amount of weight required within 24 days. In accordance with AR 600-9, Paragraph 3-9 monthly loss of either 3 to 8 pounds or 1 percent of body fat is considered to be safely attainable. In order to remain enrolled in the course, a Soldier must be within 7 pounds or 1 percent of attaining body fat standards. This will give the Soldier enough time to safely lose the required weight/body fat IAW AR 600-9 standards. If the Soldier fails the second screening, he/she will be returned to his/her state of assignment. The DA Form-1059 will reflect, "Failed to Achieve Course Standards" and a memorandum from the Chief, SMTC will be generated informing the Soldier's Chain of Command when the Soldier is eligible to return for a future class.

b. Soldiers attending courses with a training period of three weeks or less who fail the initial height and weight screening (3 pounds or 1 percent) will have until the day before graduation to attain the reasonable weight loss required. Appropriate memorandums and academic reports will be generated to reflect the reason a Soldier is dis-enrolled.

6. Profiles: A physical profile (PULHES) code of 132221 is required for all Soldiers attending a course at SMTC requiring an APFT as a graduation requirement. (See below for course requirements) Soldiers with medical profiles due to operational deployment will be permitted by their immediate commanders to attend appropriate courses (to include PME) within the guidelines of their profile. Soldiers must arrive at the aforementioned courses of instruction with a copy of their current profile and a memorandum signed by their commander stating the profile is a result of injuries sustained due to operational deployment. Soldiers with temporary profiles that are not a result of operational deployment and prevent full participation in a course will be removed

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or deferred from school attendance consideration by their immediate commander until the temporary profile is removed. Soldiers with a 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 courses (to include PME) 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 results of their Medical Board (MEB) as part of the course application. Soldiers who have been before an MEB and retained in their MOS or reclassified into another MOS are eligible to attend appropriate courses (to include PME) and train within the limits of their physical profile (DA Form 3349). Commandants will not disenroll nor deny enrollment of Soldiers into the training based on physical limiting conditions on their physical profile in accordance with MEB adjudication. Soldiers retained through the Continuation on Active Duty/Continuation on Active Reserve process are eligible to attend courses (to include PME) and train within the limits of their physical profile (DA Form 3349). Soldiers receiving temporary or permanent physical profile limitations after starting resident training courses will be evaluated by school commandants and commanders for 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 or proceed to their PCS unit, and may, if eligible, be enrolled in a later course.

7. 805B-SQ14 Non-Career Recruiter: This course includes both resident and distance learning (DL) instruction for required initial training of an ARNG Recruiting and Retention NCO (RRNCO). All DL requirements will be emailed to students in a wait or reserved status in ATRRS 30 days prior to the start of the course.

a. Prerequisites: Students must meet all prerequisites for the MOS 79T as outlined in DA Pam 611-21. Former active Army and Army Reserve recruiters qualified in CMF 79 must successfully complete all required training as stated above. A minimum score of 110 in aptitude area GT waivable to 100 and 100 in aptitude area ST in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002 is required to attend the ARNG Non-Career Recruiter Course.

b. A minimum score of 110 in aptitude area GT waivable to 100 and 96 in aptitude area ST on ASVAB tests administered on and after 2 January 2002 is required to attend the ARNG Non-Career Recruiter Course. The Chief, Strength Maintenance Training Center (SMTC), can authorize line score waivers on a case-by-case basis.

c. No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24 (Non-Waiverable).

Note: Course attendance is mandatory within 6 months of assignment. Graduation

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Uniform is the Army Service Uniform.

Note: All Soldiers attending the Non-Career Recruiter Course must arrive with an active RSID. Soldiers arriving (Day 1) without an active RSID will not be enrolled in the course and returned to their State.

Note: All Soldiers attending the Non-Career Recruiter Course must obtain access to the Director's Personnel Readiness Overview (DPRO) <https://arngg1.ngb.army.mil/Portal/Default.aspx> and the Retention Management System training portal at <https://smms.army.pentagon.mil/RMSTraining/> database before attending this course.

Note: All Soldiers attending the Non-Career Recruiter Course must upload a current ERB with most current line scores as part of their in-processing documents. Soldier's most current ERB with line scores must be uploaded 5 working days prior to arrival. Those Soldiers failing to meet this prerequisite will be contacted and advised not to arrive for class.

d. Purpose: To provide ARNG Enlisted Personnel with the knowledge, skills, and techniques to perform as an ARNG RRNCO.

e. Target audience: ARNG Enlisted Soldiers in the rank of SGT through SFC, who possess an Army MOS, and who are assigned to a valid 79T (or an SQI4) Recruiting and Retention position. 79T or SQI4 Position Exception to Policy (ETP). If a Soldier is projected to occupy a 79T or SQI4 position, including those serving in a Full Time National Guard Duty Operational Support (FTNGD-OS) status, an exception to policy is no longer required. Specialists or Corporals are not authorized to attend the ARNG Non-Career Recruiter Course. Master Sergeants and Sergeants Major are not authorized to attend the ARNG Non-Career Recruiter Course; no exceptions to policy are authorized.

f. Priority of fill is as follows:

(1) AGR Soldiers, on production, in a valid Recruiting and Retention TDA paragraph and line number.

(2) Full Time National Guard Duty Operational Support (FTNGD-OS) Soldiers, on production, who are projected to occupy a valid Recruiting and Retention TDA paragraph and line number.

g. States requesting SQI4 attendance waivers will ensure the following information is applied:

(1) Line Score Waiver (LSW). The Enlisted Record Brief (ERB) or the Reenlistment Eligibility Data Display (REDD) report are the accepted source documents for Line

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Scores. (A minimum score of 110 in aptitude area GT waivable to 100 and a 96 in aptitude area ST on ASVAB) (See Attachment 6 of this SMOM for LSW example)

(2) A letter of recommendation from the RRB Commander must accompany any request for waiver or exception to policy.

(3) Soldier will not report to training without an already approved waiver from SMTC.

(4) All LSW must be approved by SMTC 5 working days prior to reporting date. Soldiers who show up without the required ETP/Line Score Waiver approval will be disenrolled from the course.

(5) The Chief, SMTC is the final approval authority for these ETPs.

h. Length: 5 weeks.

i. APFT Requirement: Soldiers attending the ARNG Non-Career Recruiter Course are required to pass an Army Physical Fitness Test (APFT). The APFT is administered as a course graduation requirement. Soldiers who fail the initial APFT will be allowed one retest. The retest will be administered no earlier than seven days after the initial APFT failure. Soldiers failing the APFT retest will be returned to their state of assignment. Their DA Form-1059 will reflect, "Failed to Achieve Course Standards." A memorandum from the Chief, SMTC will be generated informing the Soldier's Chain of Command when he/she is eligible to return for a future class.

j. Position of Significant Trust (POST): Effective 1 January 2015, all students attending the ARNG Non-Career Recruiter Course must meet the broadened screening requirements identified in HQDA EXORD 193-14 or superseding guidance. Student must report on day 1 with a memorandum from his/her Recruiting and Retention Commander validating that the Soldier has met all screening requirements as directed to occupy a Position of Significant Trust. The memorandum validating broadened screening compliance is provided in Enclosure 1 of this memorandum.

k. High Physical Demands Test: Student must meet the physical demands for the MOS 79T IAW DA PAM 611-21 table 10-79T-1. During in processing, a student will be required to lift/lower a 30 pound weight 3 feet from the ground and carry the weight 100 feet while wearing a simulated combat load of 80 pounds. If the student fails the initial test, the student will be counseled on failing to meet the initial standards of the MOS 79T. The student will be issued equipment and provided time during Physical Readiness Training to meet the standard. No later than 7 days prior to graduation, the student will be retested. If the student subsequently fails to meet the standard will be returned to their State of assignment, and his/her DA Form 1059 (Service School Academic Evaluation Report) will be annotated in Block 11D as "Failed to Achieve Course Standards" with the verbiage failed to meet the physical demands standards in DA PAM 611-21 table 10-

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79T-1. A memorandum from the Chief, SMTC, will be generated informing the Soldier's Chain of command when they are eligible to return for a future Class.

8. 805B-ASIV7 ARNG MEPS Guidance Counselor: This course includes both resident and distance learning (DL) instruction for required initial training. This course is required for the award of the additional skill identifier (ASI) V7. The course provides newly assigned ARNG MEPS Guidance Counselors with the knowledge, skills, and techniques to perform successfully as ARNG MEPS Guidance Counselor. The resident portion of the instruction, conducted at the Strength Maintenance Training Center, includes all tasks and enabling skills required to process ARNG applicants for enlistment through the MEPS and preparing Soldier for shipment to training.

a. Prerequisites: Soldiers attending the MEPS Guidance Counselor Course must complete a minimum of 10 working days of training at MEPS prior to attendance of the course. The training must focus on using the US MEPS Integrated Reservation System (MIRS), Guidance Counselor Resource Center (GCRC), Recruit Quota System, and quality control of enlistment packets. The Senior Guidance Counselor will maintain a MEPS Pre-Execution Checklist detailing duties performed throughout the training period (Enclosure 2). Soldiers must provide the MEPS Pre-Execution Checklist and a signed memorandum by the RRC. This memorandum will serve as proof of the mandatory training required prior to arrival at the SMTC. Waivers are not authorized for this mandatory training requirement. Note: Course attendance is mandatory within 6 months of assignment.

b. Purpose: To provide newly assigned ARNG MEPS Guidance Counselors with the knowledge, skills, and techniques to perform as an ARNG MEPS Guidance Counselor.

c. Target audience: Enlisted Soldiers in the rank of Staff Sergeant through Master Sergeant and DA Civilians (GS-6 through GS-12) who are selected to fill a TDA position of ARNG MEPS Guidance Counselor are eligible to attend this course. DA Civilians must have proof of either prior PMOS 79T or SQI4 qualification. ARNG Soldiers must have completed the 79T Conversion Course and be awarded the MOS 79T.

d. Length: 2 weeks.

e. APFT Requirements: Soldiers attending the ARNG MEPS Guidance Counselor (ASI V7) Course are required to pass an APFT. The APFT is administered as a course graduation requirement. One retest is allowed. The retest will be administered no earlier than seven days after the initial APFT failure. Soldiers failing the APFT retest will be returned to their State of assignment. A memorandum from the Chief, SMTC will be generated informing the Soldier of when he/she is eligible to return for a future class.

f. Upon graduation of the two week course at SMTC, the additional skill identifier (ASI

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V7) can be awarded by the State Adjutants General (MPMO/G1).

g. Position of Significant Trust (POST): Effective 1 January 2015, all students attending the ASI V7 Course must meet the broadened screening requirements identified in HQDA EXORD 193-14 and SMOM 15-017. Student must report on day 1 with a memorandum from their Recruiting and Retention Commander validating that the Soldier has met all screening requirements as directed to occupy a Position of Significant Trust. The memorandum validating broadened screening compliance is provided in Enclosure 1 of this memorandum.

9. 805B-F03 ARNG Liaison/IADT Managers: Instructions include the following: Analyze Duties, Responsibilities and Utilization; Present a Military Briefing; Validate Orders; Update a Soldier's Status; Alternatives to Separation; Manage RC Soldiers in Training; Coordinate AWOL Process; Identify Separation Authority; and Monitor Line of Duty (LOD) Investigation.

a. Prerequisites: All personnel attending this course must be assigned (or be projected) as an ARNG/USAR Liaison NCO or as a State IADT Manager. ARNG Soldiers must be a graduate of the ARNG Recruiting and Retention NCO (SQI4) course and 79T Conversion Course. (State IADT Managers not assigned to a MOS 79T TDA position are exempt from training requirements. However, they are encouraged to attend this course.) Note: Duty uniform is the Army Combat Uniform (ACU). If the student is a civilian contractor, the duty uniform is business casual. Note: Course attendance is mandatory within 6 months of assignment.

b. Purpose: To provide ARNG enlisted Soldiers and USAR LNCOs with the knowledge, skills, and techniques to perform as a Liaison/IADT NCO.

c. Target audience: Soldiers assigned as an ARNG TRADOC Liaison NCO or as a State IADT Manager.

d. Length: 2 weeks.

e. APFT Requirements: No APFT Test Requirement.

10. 805B-F16 (NG) ARNG Recruiting and Retention Automation NCO: This course includes both resident and distance learning (DL) instruction for required initial training. Instruction includes the following: Explain Duties, Responsibilities, and Utilization of the Information Support Specialist (ISS); Introduction to Accessions Systems; Maintain RSID Territory Assignment and Relationships; Manage Information Security; Manage User Accounts; Prepare Recruiter Work Station (RWS) for Issue; Provide Initial RWS Familiarization; Familiarization of Accessions Systems Applications; Maintain RWS; and Perform Help Desk Operations.

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a. Prerequisites: ARNG enlisted Soldiers, SGT or above, qualified as 25B or MOS 79T, that are selected for or occupy a TDA position of ARNG Recruiting and Retention Information Support Specialist (ARISS). Soldiers must have been appointed IATI or IATII for the State Recruiting and Retention Command (RRS), ARISS accounts as a state operations level user, correct roles assigned in (IMS, HSS) have completed the on-line Cyber Security Fundamentals Certification Course (from Ft. Gordon <https://cs.signal.army.mil/IAF/default.asp>), and have been issued a Common Access Card (CAC). Note: Course attendance is mandatory within 6 months of assignment.

b. Purpose: The purpose of this course is to train new Recruiting and Retention Information Support Specialists. This course also is designed for Information Support Specialists to maintain their current system information security certifications.

c. Target audience: ARNG enlisted Soldiers, SGT or above, qualified as 25B or MOS 79T, that are selected for or occupy a TDA position of ARNG Recruiting and Retention Information Support Specialist. The RRC commander may submit an ETP for Soldiers attending the course in the rank of SPC or do not meet MOS requirements. NOTE: Only one ETP will be considered.

d. Length: 2 weeks.

e. APFT Requirements: No APFT Test Requirement.

11. 805B-F17 (NG) ARNG Officer Strength Manager (OSM) Course: This course includes both resident and distance learning (DL) instruction for required initial training. Instructions include eligibility, marketing, and packet processing for ROTC, OCS, Basic Branch, JAG, Chaplain, and Warrant Officers. The OSM student is also trained on communication skills, preparing accession packets in the web based Direct Commissioning and Accessions (DCA) system platform, OSM responsibilities, Officer Incentives and AMEDD programs.

a. Prerequisites: Army National Guard enlisted & officer personnel currently serving in or selected for officer recruiting duties. Army National Guard AGR Enlisted Soldiers SGT or above, must be qualified as MOS 79T.

b. Purpose: To train selected ARNG personnel in the duties and responsibilities of ARNG officer recruiting.

c. Target audience: Army National Guard enlisted 79Ts and officer personnel currently serving in or selected for officer recruiting duties. Special Instructions: All enlisted students that have not completed ARNG Non-Career Recruiter Course are required to have an ETP memorandum approved by the Chief of the Strength Maintenance Training Center prior to reporting to the class.

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d. Length: 2 weeks.

e. APFT Requirements: No APFT Test Requirement.

f. Position of Significant Trust (POST): Effective 1 January 2015, all students attending the OSM Course must meet the broadened screening requirements identified in HQDA EXORD 193-14 and SMOM 15-017. Student must report on day 1 with a memorandum from their Recruiting and Retention Commander validating that the student has met all screening requirements as directed to occupy a Position of Significant Trust. The memorandum validating broadened screening compliance is provided in Enclosure 1 of this memorandum.

12. 805B-F18 (NG) 79T Conversion Course: This course includes both resident and distance learning (DL) instruction for required initial training. This course is required training for selected SQI4 Non-Career Recruiting and Retention Non-Commissioned Officers (RRNCOs) who have requested conversion to MOS 79T.

a. Prerequisites: In accordance with NGR 600-200, the following criteria must be met for attendance to the ARNG 79T Conversion Course: Soldiers must be a Title 32 AGR Soldier in the rank of SGT through SFC, currently serving in a valid 79T or SQI4 position. ADOS Soldiers are not eligible to attend 79T Conversion Course. Soldiers must be graduates of the ARNG Non-Career Recruiter Course and have successfully performed a three tenant mission for at least 12 months as a production RRNCO since completion of the ARNG Non-Career Recruiter Course. Soldiers must provide a signed Memorandum for Record from the Recruiting and Retention Commander validating all criteria has been met for conversion to MOS 79T. IAW DA PAM 611-21, Soldiers wishing to attend the 79T Conversion Course must, "Be a high school graduate with diploma; or have one year college with a high school GED with no waiver." No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24. The memorandum validating all criteria has been met for conversion to MOS 79T is provided in Enclosure 3 of this memorandum. Commanders must understand that this course validates the student's skills and knowledge for MOS conversion and waivers will not be authorized for the period of successful performance.

Note: Soldiers attending the ARNG 79T Conversion Course will be required to validate the skills obtained during the ARNG Non-Career Recruiter Course. Soldiers who fail to validate will be dis-enrolled from the course and issued a "Failed to Achieve Course Standards" DA 1059.

Note: Soldiers who complete the 79T Conversion Course and are awarded MOS 79T are considered ALC qualified after completion of Self-Structured Development 2 (SSD-2) as outlined in AR 350-1.

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Note: Successful completion of the ARNG Recruiting and Retention Course and the ARNG MOS 79T Conversion Course conducted under the auspices of the Strength Maintenance Training Center, Camp Robinson, AR) is mandatory prior to being awarded the MOS 79T. Only Soldiers who have attended the 79T ANCOC at the Professional Education Center Noncommissioned Officer Academy prior to 1 Jan 08 can be awarded the MOS 79T without having attended the 79T Conversion Course.

b. Pre-examination: Due to the high number of failures on the validation examination, students are now required to take an online pre-examination as part of the prerequisite modules. The 79T pre-examination can be taken only once. Students will have exactly 90 minutes to take this exam. Students must score a 70% or higher to pass this examination. Failure to pass this examination will result in a 72 hour lock out before students will be able to retest with 79T Conversion Course Pre-Exam Version B. Failure to score a 70% or higher on the re-test will result in a 30-day to 6-month lock out from attending the 79T Conversion Course.

c. Purpose: Serve as the final validation of the conversion process for ARNG Non-Career RRNCOs converting from their primary MOS to MOS 79T.

d. Target audience: Army National Guard, Non-Career RRNCO (SQI4), SGT to SFC, who have demonstrated at least one year of successful performance as a SQI4, and is currently serving in a valid Title 32 79T position.

e. Length: 2 weeks.

f. APFT Requirement: Soldiers attending the 79T Conversion Course are required to pass an Army Physical Fitness Test (APFT). The APFT is administered as a course graduation requirement. Soldiers who fail the initial APFT will be allowed one retest. The retest will be administered no earlier than seven days after the initial APFT failure.

Soldiers failing the APFT retest will be returned to their State of assignment. Their DA Form-1059 will reflect, "Failed to Achieve Course Standards." A memorandum from the Chief, SMTC will be generated informing the Soldier's Chain of Command when he/she is eligible to return for a future class.

g. Position of Significant Trust (POST): Effective 1 January 2015, all students attending the 79T Conversion Course must meet the broadened screening requirements identified in HQDA EXORD 193-14 or superseding guidance. Student must report on day 1 with a memorandum from his/her Recruiting and Retention Commander validating that the student has met all screening requirements as directed to occupy a Position of Significant Trust. The memorandum validating broadened screening compliance is provided in Enclosure 1 of this memorandum.

h. High Physical Demands Test: Student must meet the physical demands for the MOS

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79T IAW DA PAM 611-21 table 10-79T-1. During in processing, a student will be required to lift/lower a 30 pound weight 3 feet from the ground and carry the weight 100 feet while wearing a simulated combat load of 80 pounds. If the student fails the initial test, the student will be counseled on failing to meet the initial standards of the MOS 79T. The student will be issued equipment and provided time during Physical Readiness Training to meet the standard. No later than 7 days prior to graduation, the student will be retested. If the student subsequently fails to meet the standard will be returned to their State of assignment, and his/her DA Form 1059 (Service School Academic Evaluation Report) will be annotated in Block 11D as "Failed to Achieve Course Standards" with the verbiage failed to meet the physical demands standards in DA PAM 611-21 table 10-79T-1. A memorandum from the Chief, SMTC, will be generated informing the Soldier's Chain of command when they are eligible to return for a future Class.

13. 805B-F20 (NG) ARNG Recruit Sustainment Program (RSP) Cadre: This course includes both resident and distance learning (DL) instruction for required initial training. Instruction includes the following: RSP Overview; Process RSP Soldier; Conduct Battle Hand-off Ceremony; Conduct Soldier Training Readiness Modules (STRM) presentations; Operate Automated Databases; RSP Physical Readiness Training (PRT); Conduct Professional Development Counseling; Conduct an After Action Review (AAR); Conduct Drill and Ceremonies (D&C); Standards of Conduct and Train a Team.

a. Prerequisites: ARNG Soldiers currently must be serving in, or selected for RSP Cadre duties and in the rank of SPC and above. All students attending this course must complete the on-line Ethics training and Risk Management Basic Course located on Blackboard at <https://guardu.elc.learn.army.mil>. Students must obtain access to the Director's Personnel Readiness Overview (DPRO) <https://arngg1.ngb.army.mil/Portal/Default.aspx> and the Vulcan and Retention Management System training portal at <https://smms.army.pentagon.mil/RMSTraining/>, before attending this course.

b. Purpose: To train selected ARNG personnel in the duties and responsibilities of RSP cadre.

c. Target audience: ARNG Soldiers in the rank of SPC and above currently serving in, or selected for RSP cadre duties.

d. Length: 2 weeks.

e. APFT Requirements: No APFT Test Requirement.

f. Position of Significant Trust: Effective 1 January 2015, all students attending the RSP Cadre Course must meet the broadened screening requirements identified in HQDA EXORD 193-14 and SMOM 15-017. Student must report on day 1 with a memorandum

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from his/her Sate's Recruiting and Retention Commander validating that the student has met all screening requirements as directed to occupy a Position of Significant Trust. The memorandum validating broadened screening compliance is provided in Enclosure 1 of this memorandum. Student who report without this memorandum will have 72 hours starting at 0500 on day 1 to provide the required document or be dis-enrolled from the course.

14. 805B-F21 ARNG Recruiting Pre-Command: This course includes both resident and distance learning instruction for required initial training of an ARNG Recruiting and Retention Battalion (RRB) Leader.

a. Prerequisites: Army National Guard enlisted and officer personnel currently serving in or selected for Battalion leader duties. Army National Guard Officers LTC and MAJ, must be assigned or pending assignment as RRB Commander. Army National Guard AGR Enlisted Soldiers MSG or above must be assigned or pending assignment as RRB Command Sergeant Major. Note: Once enrolled in ATRRS the student will receive an email from the Training Development Liaison with instructions for completing prerequisite training.

b. Purpose: To provide training to select ARNG Soldiers who are assigned the duties and responsibilities of RRB Leadership.

c. Target audience: ARNG RRB Commanders, XOs, and Sergeants Major. Enlisted Soldiers must hold MOS 79T.

d. Length: 1 week.

e. APFT Requirements: No APFT Test Requirement.

f. Position of Significant Trust (POST): Effective 1 January 2015, all students attending the ARNG Recruiting Pre-Command Course must meet the broadened screening requirements identified in HQDA EXORD 193-14 or superseding guidance. Student must report on day 1 with a memorandum from his/her Recruiting and Retention Commander or TAG validating that the student has met all screening requirements as directed to occupy a Position of Significant Trust. The memorandum validating broadened screening compliance is provided in Enclosure 1 of this memorandum.

15. 805B-F24 ARNG Unit Retention NCO Course: This course includes both resident and distance learning (DL) instruction for required initial training. This course is designed to provide ARNG traditional (M-Day) Soldiers with the knowledge, skills, and techniques necessary to assist unit leaders with strength maintenance plans and activities. Upon completion of this course, Soldiers will be able to provide support to their assigned units in the areas of retention, attrition management, and career counseling to enlisted Soldiers. Training will include the following: Determining Extension/Immediate

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Reenlistment Eligibility; Determining Eligibility for Selected Reserve Incentive Program (SRIP); Analyzing a Unit Retention Environment; Conducting Career Planning; Conducting Face-to-Face Interviews; Preparing and Conducting a Briefing; and Preparing an Extension Packet. Soldiers will also be able to assist with implementing and monitoring sponsorship programs.

a. Prerequisites: Soldier must be enlisted E-5/SGT or above. Soldier must be assigned as a Unit Retention NCO (URNCO) prior to attending the course. Once enrolled in ATRRS, Soldiers will receive a welcome letter at least 30 days prior to the course start date with instructions for completing distance learning training and instructions for gaining access to required applications. Students must also obtain access to the Director's Personnel Readiness Overview (DPRO) <https://arngg1.ngb.army.mil/Portal/Default.aspx> and the Retention Management System training portal at <https://smms.army.pentagon.mil/RMSTraining/> database before attending this course.

Note: Course attendance is mandatory within 6-months of assignment. ARNG Soldiers assigned as additional duty Unit Retention NCO may attend this course. DPRO access is required for all Soldiers attending the URNCO Course.

b. Purpose: To provide selected ARNG enlisted personnel with the specialized skills and knowledge required to perform the duties of an ARNG Unit Retention NCO. This course trains and prepares Soldiers in the ARNG to assist ARNG Commands by providing continuous retention and attrition management focus within each ARNG unit. Soldiers assigned to the additional duty of an ARNG Unit Retention NCO will work directly with 79T Recruiting and Retention NCOs in support of the ARNG strength maintenance mission.

c. Target audience: ARNG Soldiers assigned as additional duty Unit Retention NCOs.

d. Length: 2 weeks.

e. APFT Requirements: No APFT Test Requirement.

16. 805B-F31 ARNG Recruiting Company Pre-Command: This course includes both resident and distance learning instruction for required initial training of an ARNG Recruiting and Retention (RR) company leader.

a. Prerequisites: ARNG enlisted and officer personnel currently serving in or selected for company leader duties. ARNG Officers MAJ Thru LT must be assigned or pending assignment as RR Company CDR, or XO. ARNG Active Guard Reserve (AGR) Enlisted Soldiers MSG or above, must be assigned or pending assignment as RR company 1SG or area NCOIC. Note: Once enrolled in ATRRS, the student will receive an email from the Training Development Liaison with instructions for completing prerequisite training.

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b. Purpose: To provide training to select ARNG Soldiers who are assigned the duties and responsibilities of ARNG RR Company Leadership.

c. Target audience: ARNG RRC Commander, XOs, 1SGs and Area NCOICs. Enlisted Soldiers must hold MOS 79T.

d. Length: 2 weeks.

e. APFT Requirements: No APFT Test Requirement.

f. Position of Significant Trust (POST): Effective 1 January 2015, all students attending the ARNG Recruiting Company Pre-Command must meet the broadened screening requirements identified in HQDA EXORD 193-14 or superseding guidance. Student must report on day 1 with a memorandum from his/her Recruiting and Retention Commander validating that the student has met all screening requirements as directed to occupy a Position of Significant Trust. The memorandum validating broadened screening compliance is provided in Enclosure 1 of this memorandum.

17. 805B-F34 ARNG Marketing and Advertising NCO: This course includes both resident and distance learning (DL) instruction for required initial training. This course provides training in the following areas: budget and financial administration. Soldiers assigned to ARNG Marketing and Advertising or Marketing and Education Outreach positions that directly affect the image of the ARNG and the efforts of Recruiting and Retention NCOs (RRNCOs), Officer Strength Managers (OSMs), ROTC personnel, Unit Retention NCOs, and others responsible with maintaining and improving personnel readiness within the ARNG.

a. Prerequisites: Student must be ARNG 79T, E-5 thru E-8, assigned to a TDA Marketing and Advertising or Marketing and Education Outreach position, and have completed fiscal law. Special Information: For more information regarding the ARNG Fiscal Law class contact the Professional Education Center (PEC), Resource Management Training Center (RMTTC) at (501) 212-4625/4935 or <http://www.pec.ng.mil/>.

b. Purpose: The purpose of the ARNG Marketing and Advertising course is to train ARNG Active Guard and Reserve (AGR) enlisted Soldiers (E-5 thru E-8) and civilians or contractors assigned to a Marketing and Advertising or Marketing and Education Outreach position in the Recruiting and Retention Command (RRC). This course will provide the knowledge, skills, and technical expertise required to support the three tenets of strength maintenance.

c. Target audience: ARNG enlisted Soldiers that are serving in a marketing and advertising position.

d. Length: 2 weeks.

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e. APFT Requirements: No APFT Test Requirement.

18. 805B-79T40-C46 Recruiting and Retention NCO Senior Leaders Course (SLC): This course includes both resident and distance learning (DL) instruction for required initial training. This three-week performance oriented course is designed to build upon prior recruiting and retention experience through advance small group facilitation.

a. Prerequisites: Soldiers are required to hold the Primary MOS 79T and be graduates of Advanced Leader Course (or BNCOC), Recruiting and Retention NCO course (SQI4), and ARNG Conversion Course at least 6 months prior to the start date of SLC. Soldiers also must have Structured Self Development (SSD) 3 complete prior to arrival at SLC.

Note: Attention all personnel over 40 years of age, attending SLC requires that you have an updated PHA; which means it must have been conducted within one year of the report date of the course. Your updated PHA must include the EKG and the over 40-blood work (IAW AR 40-501, ALARACT 217/2006, and NGB Memorandum 07-028, dated 23 August 2007 and 10 April 2007). The EKG and blood work must be within 5 years. Report to Saratoga Hall (Building 4401) in your IPFU on the first day of training at the time stated in the welcome letter, received upon registration at Independence Hall, for height/weight and body fat measurements. Graduation uniform is Army Service Uniform.

b. Purpose: The 79T Senior Leader Course will prepare students to serve in positions of greater influence and responsibility within the ARNG Recruiting and Retention Force.

c. Target audience: RRNCOs requiring knowledge and skills for the performance of skill level 4 and 5 duties.

d. Length: 3 weeks.

e. APFT Requirement: Soldiers attending 79T SLC are required to pass an Army Physical Fitness Test (APFT). The APFT is administered as a course graduation requirement. Soldiers who fail the initial APFT will be allowed one retest. The retest will be administered no earlier than seven days after the initial APFT failure. Soldiers failing the APFT retest will be returned to their State of assignment. Their DA Form-1059 will reflect, "Failed to Achieve Course Standards." A memorandum from the Chief, SMTC will be generated informing the Soldier's Chain of Command when he/she is eligible to return for a future class.

f. Position of Significant Trust (POST): Effective 1 January 2015, all students attending the 79T SLC must meet the broadened screening requirements identified in HQDA EXORD 193-14 or superseding guidance. Student must report on day 1 with a memorandum from his/her Recruiting and Retention Commander validating that the student has met all screening requirements as directed to occupy a Position of Significant

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Trust. The memorandum validating broadened screening compliance is provided in Enclosure 1 of this memorandum.

19. The points of contact for this training are Mr. AJ Scott at 501-212-4526 or albert.j.scott10.civ@mail.mil.



7 Encls

1. [Enclosure 1 Position of Significant Trust Memo.docx](#)
2. [Enclosure 2 Approval to Attend Conversion Course Memo.docx](#)
3. [Enclosure 3 MEPS Pre-execution Checklist.pdf](#)
4. [Enclosure 4 Screening of Title 32 Positions Of Significant Trust and Authority \(POSTA\).pdf](#)
5. [Enclosure 5 PPOM 15-040 \(HRZ\).pdf](#)
6. [Enclosure 6 Example ETP Memo.doc](#)
7. [SMTC Required Documents.xls](#)

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