



## NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE  
ARLINGTON VA 22204-1382

ARNG-HRR

25 May 2017

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

SUBJECT: SMOM 17-046, Updated High School Junior/Senior Verification Letter and Policy Guidance

#### 1. References:

- a. Army Regulation (AR) 601-210, Active and Reserve Component Enlistment Program, 31 August 2016.
- b. TRADOC Regulation 350-6, Enlisted Initial Entry Training Policies and Administration, 20 March 2017.
- c. ARNG Accessions Options Criteria (AOC) FY 16/17, Third Edition, 1 April 2017.

2. Purpose. Provides an updated HSJR/HSSR verification letter along with standardizing guidance on completing HRR Form 1. In addition, this SMOM supersedes SMOM 13-042, Student School Letter, dated 9 July 2013.

#### 3. Administration:

a. Effective 2 June 2017, GSS Form 1, dated 4 June 2013 will no longer be accepted for use as verification of HSJR/HSSR status. Any applicant enlisting into the ARNG as a HSJR/HSSR must utilize HRR Form 1, dated 2 June 2017 only.

b. HRR Form 1. Under no circumstances will HRR Form 1 be edited or the format changed, and all the required entries must be completed as noted below:

(1) Name of school currently attending must be filled out and legible.

(2) Applicant's current HS status of Junior or Senior is circled.

(3) Name of the State into which the applicant is enlisting. Note: If applicant decides to enlist into a different state than what is listed on the signed form, a new HRR Form 1 must be completed.

(4) All HSJR's must include the last date of the current school year, start date for the upcoming school year, and the anticipated graduation date.

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(5) The Mandatory Return Date (MRD) and No Later Than (NLT) entries must be completed for all HSJR's. Current HSSR's not enlisting under the Split-Option Training Program are not required to enter these dates. Note: The MRD will always be the day prior to the NLT return date to school.

(6) The school official must enter his/her Name, Signature, Title, Phone Number, Email Address, and Date on the form.

(7) The parent/guardian must enter the number of days the applicant is allowed to miss school and sign next to this entry for all HSJR/HSSR Split-Option Training Program enlistments. This entry must cover the minimum 75-day requirement to complete BCT. No training seat will be pulled without meeting the 75-day minimum requirement. Overrides or exceptions to this rule are not authorized.

(8) Regardless of HS education level, the applicant's DOB and last 4 digits of SSN must be annotated.

(9) The applicant's parent/guardian must type or print his/her name, and sign/date the memo for all applicants under the age of 18. No exceptions authorized.

(10) The letter must include the school's seal/stamp if available or the same individual's signature that signed as the school official in lieu of the seal/stamp.

(11) Under no circumstances will a MEPS GC allow an applicant to enlist into the ARNG without the form being fully completed IAW the instructions above.

(12) A HS letterhead memo may be used to supplement HRR Form 1, but must be accompanied by a fully completed HRR Form 1.

c. MEPS GC's are ultimately responsible for ensuring that all required information is listed, and that the form doesn't include the use of white out or crossed out entries. In addition, the MEPS GC must ensure that the school end date, MRD and the number of days authorized to miss school are sufficient to cover the minimum 75-day requirement to complete BCT IAW reference 1b.

4. Points of contact are MSG Rory Nelor at (703) 607-3172 or email at rory.c.nelor.mil@mail.mil or SFC Thomas H. Bond, 703-607-5870 or email at thomas.h.bond14.mil@mail.mil.

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1 Encls

1. [HRR Form 1 \(2 JUN 17\)  
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