



## NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE  
ARLINGTON VA 22204-1382

ARNG-HRR

19 July 2017

MEMORANDUM FOR NG J1 RRF (All-Entire RRF)

SUBJECT: SMOM 17-051, Direct Commissioning and Accessioning (DCA) Aug 2017 Workshop

1. The Army National Guard Accessions Systems Branch Training, Development, and Support Team will be hosting a Direct Commissioning and Accessioning (DCA) Workshop at Fort Knox, Kentucky from 28 Aug-1 Sep 2017. This training is an inhouse, threeday classroom event.
2. The Direct Commissioning Accessioning Workshop is designed to train, teach, and explain to all Direct Commissioning Personnel to include Officer Strength Managers (OSMs), AMEDD recruiters, Chaplain recruiters, Officer Basic Branch recruiters, technicians, and leaders, the full process from packet preparation in Recruiter Zone (RZ) through the accession process in DCA. The Workshop will also cover how to receive an accepted Joint Personnel Adjudication System (JPAS) submission, electronic National Security Questionnaire (eNSQ) changes, how to transfer a record in Leader Zone (LZ), packet QC, accessing DCA via a Juniper or Citrix connectivity solution, security clearance issues including the new Live Scan procedures and Army Investigative Enterprise Solutions (AIES), and Army Career Explorer (ACE). The Workshop will culminate in users completing a packet on the training server, allowing for a live visualization of the full process from "Packet Prep" to NGB ultimately to HSD. Proper roles and settings regarding Headquarters Support System (HSS) and Identity Management System (IMS) will be discussed to help ensure proper packet flow in DCA.
3. This class is limited to the first 50 students, therefore RSVP ASAP! Please click on the link ([usarmy.knox.ngb.list.arng-gss-asb-it-team@mail.mil](mailto:usarmy.knox.ngb.list.arng-gss-asb-it-team@mail.mil)) for your Outlook to open and then email your RSID, rank, name, role (i.e. AMEDD, Chaplain, Basic, etc.), position (i.e. recruiter, OSM etc.), email and cell phone number. Student eligibility will be verified and the student will receive email notification and an information packet for completion and return to our office. Upon receipt of the fully completed and signed packet, the student will be assigned a classroom seat and a welcome packet.
4. Prerequisites: Students must meet the following criteria:
  - a. Must be in the position of OSM, Recruiter, or Technician with responsibilities involving packet building within the DCA system.
  - b. Must be operating in a current 4-digit RSID (Example: TXZA) that is built correctly by

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Automation NCO in HSS and IMS.

c. Must bring an up to date ABS/RCAS computer. (Contact your state Automation NCO for Assistance)

5. Point of contact is Mr. Ronnie Mitchum at (502) 626-4361, or [ronnie.l.mitchum2.civ@mail.mil](mailto:ronnie.l.mitchum2.civ@mail.mil). You may also contact the Training Team's Lead for this training event, Mr. Christopher Fletcher at (502) 626-1119 or [christopher.c.fletcher7.ctr@mail.mil](mailto:christopher.c.fletcher7.ctr@mail.mil).



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