



NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1382

ARNG-HRR

16 November 2017

MEMORANDUM FOR NG J1 RRF (All-Entire RRF)

SUBJECT: SMOM 18-003, Recruiter Irregularity Report

1. The Office of the Under Secretary of Defense memorandum dated December 21, 2006 (Tracking and Reporting of Recruiter Irregularities), and DoDi 1304.32 require military services to provide recruiter irregularity reports bi-annually.
2. State Recruiting and Retention Commanders will appoint a representative to track and report all recruiter irregularity data to NGB-HRR-I on a bi-annual basis. The representative appointed should have access to the Strength Maintenance Tool for reference and accuracy of data reported.
3. The report template is available on the Recruiting Standards Branch milsuite page at <https://www.milsuite.mil/book/groups/arng-recruiting-standards-branch>, in the "Recruiter Misconduct Policies" section.
4. The bi-annual report will be emailed to NGB-HRR-I at ncr.ngb-arng.mbx.rsb@mail.mil no later than the 18th day of June and December each year. The June report will cover the period of 1 January - 30 June. The December report will cover the period of 1 July - 31 December. Any irregularities that occur after the report is submitted will be reported individually via the RSB mailbox. The next report is due December 18, 2017.
5. The point of contact is MSG Christopher Latham (703) 607-2914 or ncr.ngb-arng.mbx.rsb@mail.mil.

A handwritten signature in black ink, reading "Robert E. Kuster II".

ROBERT E. KUSTER II
COL, AG
Chief, Strength Maintenance Division
Army National Guard