



NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1382

ARNG-HRR

15 December 2017

MEMORANDUM FOR NG J1 RRF (All-Entire RRF)

SUBJECT: SMOM 18-010, State Level Suitability Manager's Course to be conducted at Fort Knox, KY. (UPDATE)

1. The Accession Suitability office will be hosting a State Level Suitability Manager's Course 13-15 February 2018 at Fort Knox, Kentucky. The training is an in-house, three-day classroom event, Monday & Friday are travel dates. Hotel reservations will be at IHG Army Hotels on Fort Knox, please call (502) 943-1000, group name "State Suitability Manager Course".
2. States, Territories, and the District of Columbia will have the ability to conduct suitability reviews at their approved level, in accordance with AR 601-210, once the Recruiting and Retention Battalion (RRB) Operations (OPS) NCO completes the Suitability Manager's course and meets all prerequisites. State RRB OPS NCOs will also need to complete the ARNG MEPS Guidance Counselor V7 Course in addition to the Suitability Manager's Course prior to the state being able to conduct state level suitability reviews.
3. The Recruiting and Retention Commander will delegate the suitability reviews to an OPS NCO once qualified. This OPS NCO must have access to GCRC and all applicable systems to attend the Suitability Manager's Course within 180 days of assignment to the position.
4. The classes are limited to 20 attendees based on first come first serve, if there are not at least 12 attendees signed up two weeks prior to course start date, your NCO will be rolled over to the next course date. State RRBs are encouraged to contact the ASO office to reserve a seat for their OPS NCO. To make a reservation send an email with their RSID, rank, name, email, cell phone number and office phone number to usarmy.knox.ngb.mbx.arngaccessionssuitability@mail.mil. If all the seats are reserved, your NCO will be placed on a stand-by list for the next available class.
5. Welcome letter with additional guidance will be sent to the class attendees once enrolled for the course. Attendees will need to have a laptop with them that has GCRC, MZ/BI Zone with the ability to pull reports and ensure they have to access all of the needed applications.
6. Point of contact is Mr. Gregory Williamson at (502) 626-0084 or gregory.c.williamson.civ@mail.mil. You may also contact Mr. Bobby Segars at (502) 626-1612, or bobby.d.segars.ctr@mail.mil for registration questions.

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(UPDATE) (SMOM #18-010)

A handwritten signature in black ink, reading "Robert E. Kuster II". The signature is written in a cursive style with a long horizontal stroke at the end.

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