



NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1382

ARNG-HRR

24 January 2018

MEMORANDUM FOR NG J1 RRF (All-Entire RRF)

SUBJECT: SMOM 18-022, ARNG Non-Career Recruiter (805B-SQI4) 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 the ARNG Non-Career Recruiter (805B-SQI4) Course.

3. 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.

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

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5. 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. Priority of fill is as follows:

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

b. 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.

6. Length: 5 weeks

7. 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.

a. 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.

b. 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).

c. Course attendance is mandatory within 6 months of assignment. Graduation Uniform is the Army Service Uniform.

d. All Soldiers attending the Non-Career Recruiter Course must arrive with an active RSID. Soldiers arriving (Day 1) without an active RSID, at least 3 zip codes, and two schools assigned in FAZR will not be enrolled in the course and returned to their State.

e. All Soldiers attending the Non-Career Recruiter Course must obtain access to the Director's Personnel Readiness Overview (DPRO)

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<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.

f. 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.

8. Line Score Waivers and Exception to Policy: States requesting SQI4 attendance waivers will ensure the following information is applied:

a. Line Score Waiver (LSW). The Enlisted Record Brief (ERB) the Reenlistment Eligibility Data Display (REDD), or Armed Forces Classification Test (AFCT) report are the accepted source documents for Line Scores. (A minimum score of 110 in aptitude area GT waiverable to 100 and a 96 in aptitude area ST on ASVAB) (See Attachment 6 of this SMOM for LSW example)

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

c. Soldier will not report to training without an already approved waiver from SMTC.

d. All LSW must be approved by SMTC NLT 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.

e. The Chief, SMTC is the final approval authority for these ETPs.

9. Position of Significant Trust and Authority (POSTA): Effective 1 January 2018, 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. In order to ensure a valid POSTA screening and to ensure funds are not being wasted, all state-level checks will be completed and uploaded into PASS. Annex H must be submitted to the Recruiting Standards Branch (HRR-RSB), which will initiate the required federal checks. If state checks show derogatory information, the Soldier will not be conditionally cleared for POSTA and will not be allowed to attend the SQI4 Course.

10. 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

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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.

11. All Soldiers 40 years' old and older attending courses that have APFT requirements 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.

12. 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 he/she 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. 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 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.

14. Height/Weight: All Soldiers will be screened per AR 600-9 on day 1. Soldiers 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

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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.

15. 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 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 dis-enroll 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.

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

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6 Encls

1. [Enclosure 1 Position of Significant Trust Memo.docx](#)
2. [Enclosure 2 Screening of Title 32 Positions Of Significant Trust and Authority \(POSTA\).pdf](#)
3. [Enclosure 3 PPOM 15-040 \(HRZ\).pdf](#)
4. [Enclosure 4 Example ETP Memo.doc](#)
5. [Enclosure 5 SQI4 Checklist.pdf](#)
6. [Enclosure 6 SMTC Required Documents.xls](#)