



NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1382

ARNG-HRR

27 February 2018

MEMORANDUM FOR NG J1 RRF (All-Entire RRF)

SUBJECT: SMOM 18-031, Accessions Records Management and Processing

1. References:

a. Army Regulation 600-8-104, Army Military Human Resource Records Management, dated 7 April 2014.

b. Department of the Army Pamphlet 600-8-104, Army Military Human Resource Record Management, dated 12 February 2015.

c. PPOM 15-020, State Interactive Personnel Electronic Management Systems (iPERMS) Permissions to Army Components, dated 13 July 2015.

2. Purpose: Provide Officer Strength Managers (OSM) and the RRF the resources necessary to efficiently obtain the human resources records required to access prior service Active Army (AA), Army Reserve (AV), and National Guard (NG) personnel into the Army National Guard.

3. Each State and Territory is authorized one iPERMS Superuser with permissions for personnel records from all three components. This user is authorized to access the Performance (Commendatory, Education, and Disciplinary sub folders), Service, Medical, and Administrative folders for the purpose of obtaining records required to facilitate Army National Guard accessions. OSMs and the RRF should contact their state G1 to determine who this Superuser is for their State or Territory. If a State or Territory does not have a Superuser assigned, they should coordinate with the POC in reference c. above for the assignment of one. OSMs and the RRF shall have applicants initiate and sign an SF Form 180 prior to obtaining records required for accession; this must be kept on file for a minimum of three years.

4. The Army National Guard Accessions Clerk at the National Records Center in St. Louis is also available for OSMs and the RRF to facilitate prior service records requests that cannot be fulfilled by a State or Territory's iPERMS superuser. An applicant-endorsed SF Form 180 is required; this must be kept on file for a minimum of three years. The point of contact is SSG Nicholas A. Connery at nicholas.a.connery.mil@mail.mil or by phone at 314-538-2305.

5. My point of contact for this guidance is CPT Jeremy Christopher, Officer Accessions

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Section Chief, ARNG Recruiting Plans, Policy, and Programs at 703-607-9634, or at
jeremy.j.christopher.mil@mail.mil.

A handwritten signature in cursive script that reads "Robert E. Kuster II". The signature is written in black ink and is positioned above the printed name and title.

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