



## NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE  
ARLINGTON VA 22204-1382

ARNG-HRR

30 April 2018

### MEMORANDUM FOR NG J1 RRF (All-Entire RRF)

SUBJECT: SMOM 18-041, State Level Suitability Manager's Course class announcement and change to V7 criteria

1. The Accession Suitability office will be hosting a State Level Suitability Manager's Course 11-15 Jun 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 Chapter 4 and Accession Options Criteria Annex A Table 3, once the Recruiting and Retention Battalion (RRB) Operations (OPS) NCO completes the Suitability Manager's course and meets all prerequisites. The requirement for State RRB OPS NCOs to complete the ARNG MEPS Guidance Counselor V7 Course is currently suspended due to lack of V7 seat availability. Those State RRB OPS NCOs that have already graduated the State Level Suitability Manager's Course are no longer required to complete the ARNG MEPS Guidance Counselor V7 Course and can process state level suitability reviews.
3. All Soldiers currently scheduled to attend the ARNG MEPS course who are not MEPS GCs awaiting training are to be removed from ATRRS. This will assist SMTC in filling the seats with actual GCs.
4. 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.
5. 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](mailto:usarmy.knox.ngb.mbx.arngaccessionssuitability@mail.mil) (do not encrypted). If all the seats are reserved, your NCO will be placed on a stand-by list for the next available class.
6. Welcome letter with additional guidance will be sent to the class attendees once

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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.

7. Point of contact is Mr. Gregory Williamson at (502) 626-0084 or [gregory.c.williamson.civ@mail.mil](mailto:gregory.c.williamson.civ@mail.mil). You may also contact Mr. Bobby Segars at (502) 626-1612, or [bobby.d.segars.ctr@mail.mil](mailto:bobby.d.segars.ctr@mail.mil) for registration questions.

A handwritten signature in black ink that reads "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