



NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1382

ARNG-HRR

22 June 2018

MEMORANDUM FOR NG J1 RRF (All-Entire RRF)

SUBJECT: SMOM 18-055, Updated Guidance for Requesting an Exception to Policy for Tattoo(s) and Age

1. References:

- a. AR 670-1 (Wear and Appearance of Army Uniforms and Insignia) 25 May 17, para 3-3.
- b. AR 670-1, Section II.
- c. AR 601-210 (Regular Army and Reserve Components Enlistment Program) 31 August 2016, para 2-3 a.
- d. AR 601-210 para 4-2 a.
- e. AR 601-210, para 4-35.
- f. PPOM 17-032 Annex A dated 30 June 2017, para 1-3.
- g. SMOM 15-045 dated 26 August 2015 (Rescinded).

2. The purpose of this message is to provide updated guidance on how to request an Exception to Policy (ETP) for applicants with tattoo(s) that have been identified as not being compliant with reference 1a and for Non Prior Service applicants who have passed his or her 35th birthday per reference 1c. Prior Service applicants are not authorized an age ETP per reference 1d.

3. Effective immediately, request for both ETPs will require a memorandum from the Recruiting and Retention Commander (RRC) specifically addressing all exceptional meritorious reason(s) for consideration.

4. Both ETPs will contain the following documentation:

- a. US MEPCOM 680-ADP (from MIRS) showing physical, ASVAB, DAT and HIV results.
- b. RRC memorandum will go through HRR Division Chief (ARNG-HRR) to the Director

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of the Military Personnel Management (DAPE-MP), 300 Army Pentagon, Washington D.C. 20310-0300. Request should be on State's letterhead (Do not use NGB's).

Commanders below the approval authority can disapprove, but not approve, administrative waivers for applicants not meeting the prescribed standards per reference 1e. See the attached example(s).

5. Tattoo ETP requests will contain the following documentation:

a. High Quality color photo(s) of any tattoo(s) in question, which is outlined in reference 1a. For clarity in regards to the neck, it is defined as anything above a crew T-shirt neckline (in a standard uniform T-Shirt) per reference 1b. Therefore, all questionable neck tattoo(s) will be presented with the applicant in a crew T-shirt neckline.

b. The tattoo screening form, listing all tattoos regardless of location.

c. The RRC memorandum will include the location, description, and meaning of the tattoo(s) in question.

6. Age ETP requests will contain the following documentation:

a. Memorandum from the RRC including a detail timeline description to why the applicant's enlistment was deterred. Along with any exceptional meritorious reason(s). This should be one memorandum.

b. All documentation that would help prove the exceptional meritorious case.

7. The tattoo requirements do not apply to prior service Army applicants who currently have status in an Army Branch (including IRR). Applicants from any other branch must adhere to this policy and of reference 1a regardless of status. Grandfathering only occurs if applicant's last service branch was Army and if verification memorandum (from former Commander, dated before 31 March 2014) approving tattoo(s) at the time of the last period of Active/drilling status is obtained or if there was an approved ETP from DMPM.

The verification memorandum and/or approval letter from DMPM must be verified by ARNG-HRR-O and/or Accession Suitability Office (ASO).

8. Email both ETP request documents to the ROC mailbox at ng.ncr.ngb-arng.mbx.roc@mail.mil or the POC email listed. DO NOT use E-TRACKER for these ETPs.

9. ETP request processing time may be in excess of 45 days and inquiries regarding these should not be sent prior to this time frame. Once the approval Department of the Army (DA) memorandum is sent to Battalion Operations there is no need for suitability review or waiver workflow. The approval memorandum will then be scanned into Electronic Record Management (ERM) under "Other Waiver Documents" and continue to

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process.

10. The point of contact of this message is MSG Thomas Bond at (703) 607-5879 or thomas.h.bond14.mil@mail.mil.



2 Encls

1. [AGE ETP EXAMPLE.pdf](#)
2. [TATTOO ETP EXAMPLE.pdf](#)

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