



NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1382

ARNG-HRR

29 June 2018

MEMORANDUM FOR NG J1 RRF (All-Entire RRF)

SUBJECT: SMOM 18-058, Strength Maintenance Training Center (SMTC) Non-Career Recruiter (NCR) Course Prerequisites

1. References:

- a. SMOM 17-040, Strength Maintenance Training Center (SMTC) Course Prerequisites, 7 April 2017.
- b. SMOM 18-009, ARNG Non-Career Recruiter (805B-SQI4) Course Prerequisites, 15 December 2017.
- c. SMOM 18-022, ARNG Non-Career Recruiter (805B-SQI4) Course Prerequisites, 24 January 2018.
- d. SMOM 18-026, Assignment and Reclassification Requirements for 79T Recruiting and Retention NCO, 26 January 2018.
- e. SMOM 18-029, ARNG Non-Career Recruiter (805B-SQI4) Course Prerequisites, 22 February 2018.
- f. DA Pam 611-21, <https://milsuite.mil/book/groups/smartbookdapam611-21>.
- g. AR 670-1, Wear and Appearance of Army Uniforms and Insignia, 25, May 2017.
- h. DA PAM 670-1, Guide to the Wear and Appearance of Army Uniforms and Insignia, 25, May 2017.
- i. NGR 601-1, Army National Guard Strength Maintenance Program, 26 April 2006.
- j. HQDA EXORD 193-14, Screening of SHARP Personnel and others in identified positions of significant trust, 26 July 2014.
- k. PPOM 15-040 (HRZ) Suitability and Screening Policy for Personnel Identified in or Nominated to Occupy a Position of Significant Trust, 16 January 2015.
- l. SMOM 15-017, Screening of Title 32 Positions of Signification Trust and Authority (POSTA), 14 April 2015.

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m. AR 623-3, Evaluation Reporting System, 4 November 2015.

n. DA Pam 600-25, U.S. Army Noncommissioned Officer Professional Development Guide, 7 December 2017.

o. AR 350-1, Army Training and Leader Development, 10 December 2017.

p. AR 40-501, Standards of Medical Fitness, 14 June 2017.

q. AR 600-9, The Army Body Composition Program, 28 June 2013.

2. This memorandum is the single reference for attending the Non-Career Recruiter course at the SMTC. Effective with the publication of this memorandum, the following operational messages are rescinded:

a. SMOM 17-040.

b. SMOM 18-009.

c. SMOM 18-022.

d. SMOM 18-026.

e. SMOM 18-029.

3. 805B-SQI4, Non-Career Recruiter Course (NCR), SQI4:

a. This course includes resident and distance learning (DL) instruction. Instruction to complete the required training will be emailed by the course manager to all students listed in ATRRS in a Wait (W) or Reserved (R) status at least 30 days prior to course start date. Students who fail to in-process properly within 72 hours of the training start date may be dis-enrolled from the course.

b. Purpose: To provide Army National Guard (ARNG) enlisted Soldiers with the knowledge, skills, and techniques to perform as an ARNG Recruiting and Retention Noncommissioned Officer (RRNCO).

c. Target audience: ARNG enlisted Soldiers in the pay grade of E-5 through E-7, who possess an Army MOS and are projected to fill, or currently assigned to, a valid 79T or SQI4 Recruiting and Retention position.

(1) Exceptions to policy (ETP) may be granted for a Soldier in the pay grade of E-4 with three years of time in service (TIS) or more and is a graduate of Basic Leader Course.

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(2) E-8 and above are not authorized to attend the ARNG NCR course. No exceptions to policy are authorized.

d. Training seats will be filled by priority:

(1) AGR Soldiers in a valid Recruiting and Retention TDA paragraph and line number, with a production mission requirement.

(2) Full-Time National Guard Duty Operational Support (FTNGD-OS) Soldiers, projected to occupy a valid Recruiting and Retention TDA paragraph and line number, with a production mission requirement.

e. This course is scheduled for five weeks (25 days). Soldiers are required to attend this training within six months of being assigned.

f. Prerequisites: Any Soldier that does not meet the course prerequisites may be disenrolled from the course.

(1) Have a minimum general technical (GT) score of 110 (waivable to GT score of 100 or GT score of 95 with a skilled-technical score (ST) of 95).

(2) All Soldiers scheduled to attend this training will have access to the Director's Personnel Readiness Overview and Retention Management System within 72 hours of reporting and maintain State level access for the duration of this course. Access may be requested at SMMS Portal.

(3) All Soldiers scheduled to attend this training will have a four-digit RSID on the first day of training. Additionally, Soldiers will have a minimum of three zip codes assigned, and two schools in FAZR.

g. Selection: These selection requirements are for Soldiers who desire to serve as an ARNG NCR. These Soldiers represent the ARNG in the civilian community and must possess honesty, integrity, and a high standard of knowledge. Soldier's selected for assignment as an ARNG NCR will begin an initial period of 3 years and meet the following requirements:

(1) Be a United States citizen by birth naturalization or permanent resident alien.

(2) Be a high school graduate with diploma or have a GED.

(3) Must possess a valid state driver's license.

(4) Must not have been enrolled in a drug or alcohol dependency intervention program in the last 12 months. No waiver is authorized for Soldiers who do not meet this

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requirement.

(5) Must meet physical demand category as outlined in DA Pam 611-21, 10-79T.

(6) Possess excellent military appearance and bearing, with no obvious distracting physical abnormalities or mannerisms. Tattoos must be in compliance with AR 670-1 and DA Pam 670-1.

(7) 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. Have no record of conviction by civilian courts of offenses listed in State Codes.

(8) These selection requirements will be implemented in the future release of NGR 601-1.

h. Exception to Policy (ETP) and Waiver request guidance:

(1) ETPs and waivers are considered for approval on a case-by-case basis and must be submitted as outlined within this memorandum.

(2) A letter of recommendation from the Recruiting and Retention Commander or State Command Sergeant Major must accompany any request for an ETP or waiver (see enclosure). LSW request must accompany proof of ASVAB line scores.

(3) Requests for an ETP or waiver must be submitted within five business days of the course start date.

(4) The Chief, SMTC is the final approval authority for any single rank ETP or LSW as outlined in this memorandum.

(5) ARNG-HRR is the final approval authority for any combination of two or more ETPs or waiver request. ARNG-HRR is the approval authority for any ETP for time in service requirements as outlined in paragraph 3c(1). Combination request must be submitted to the Chief, SMTC to be routed to ARNG-HRR.

(6) Regardless of approval authority, all waivers and exceptions to policy should be submitted to Mr. AJ Scott at albert.j.scott10.civ@mail.mil.

i. Position of Significant Trust and Authority (POSTA): Effective 1 Jan 15, all students attending this course must meet the broadened screening requirements identified in HQDA EXORD 193-14 or superseding guidance. Soldiers must report on day 1 with a memorandum from the RRB Commander validating the Soldier has met all screening requirements as directed to occupy a position of significant trust and authority on ADOS

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status. 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 the state checks show derogatory information, the Soldier will not be conditionally cleared for POSTA and not allowed to complete the NCR course.

j. APFT: Soldiers are required to pass the Army Physical Fitness Test (APFT) in order to graduate this course. Soldiers who fail the initial APFT will be given one retest, no earlier than seven days and no later than 24 days from the initial APFT. Soldiers who fail the retest will be disenrolled from the course and returned to their State.

(1) Soldiers who fail the APFT will be issued an Academic Evaluation Report (DA 1059) that reflects "Failed to Achieve Course Standard".

(2) Soldiers who are over 40 are required to have an over 40 physical IAW AR 40-501. These Soldiers will hand carry a copy of their PHA, with CVSP results. Soldiers with permanent profiles may be considered for enrollment IAW AR 350-1.

k. Height and Weight Standards: All Soldiers will be screened IAW AR 600-9 on day 1. Soldiers who fail to meet the screening requirements will only be enrolled if the recommended weight loss can be obtained within 24 days. IAW AR 600-9, paragraph 3-9, monthly weight loss of 3 to 8 pounds or 1 percent of body fat is considered to be safe and attainable. Soldiers exceeding authorized body fat and weight will only be authorized to enroll in the course if they are within 7 pounds or no more than 1 percent. Soldiers who fail to meet this standard during their second screening will be disenrolled under the same guidance of the APFT failure. Soldiers will be rescreened on a date determined by the course manager.

l. Profiles: A physical profile of 132221 is required for all Soldiers attending a course at SMTC requiring an APFT as a graduation requirement. Soldiers with medical profiles due to operational deployments will be permitted by their immediate commanders to attend appropriate courses within the guidelines of their profile. Soldiers must arrive at the course with a copy of their current profile and a memorandum signed by their commander stating the profile is a result of injuries sustained during deployment.

(1) Soldiers with temporary profiles that are not a result of operational deployment and prevent full participation in the course will be removed or deferred from school attendance consideration by their immediate commander until the profile is removed.

(2) Soldiers with permanent profiles may be considered for enrollment IAW AR 350-1. 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 and train within the limits of their profile provided they can meet course graduation requirements. Soldier with a permanent designator of "3" or "4" in their

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physical profile must include a copy of DA Form 3349, and the results of the Medical Board (MEB) as part of the course application. Soldiers who have been before a board and retained in their MOS or reclassified into another MOS are eligible to attend appropriate courses and train within the limits of their profile. Commanders will not disenroll, nor deny enrollment of Soldiers into training based on physical limiting conditions on their physical profile IAW MEB adjudication. Soldiers retained through the Continuation on Active Duty/Continuation on Active Reserve process are eligible to attend courses and train within the limits of their profile.

(3) Soldiers receiving temporary or permanent physical profile limitations after starting resident training will be evaluation by the Chief, SMTC to determine 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 be considered for later course attendance, if eligible.

(4) Soldiers with a temporary or permanent shaving profile is not eligible to attend the NCR.

4. This memorandum remains valid for a period not to exceed one year, or until rescinded by this office.

5. Point of contact for this action is SFC Javoris Smiley at 501-212-4594 or ng.robinson.ngb-arng-pec.list.arng-gss-doctrine.



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

1 Encls

1. [ETP or Waiver Request.doc](#)