



NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1382

ARNG-HRR

31 July 2018

MEMORANDUM FOR NG J1 RRF (All-Entire RRF)

SUBJECT: SMOM 18-071, Strength Maintenance Training Center (SMTTC) Course Prerequisites

1. References:

- a. NGR 600-200, Enlisted Personnel Management, 31 July 2009.
- b. AR 350-1, Army Training and Leader Development, 10 December 2017.
- c. AR 600-9, The Army Body Composition Program, 28 June 2013.
- d. AR 623-3, Evaluation Reporting System, 4 November 2015.
- e. AR 40-501, Standards of Medical Fitness, 14 June 2017.
- f. TR 350-18, The Army School System, 1 May 2018.
- g. DA Pam 600-25, U.S. Army Noncommissioned Officer Professional Development Guide, 7 December 2017.
- h. DA Pam 611-21, Military Occupational Classification and Structure, 22 January 2007.
- i. DA Pam 623-3, Evaluation Reporting System, 10 November 2015.
- j. HQDA EXORD 193-14, Screening of SHARP Personnel and others in identified positions of significant trust, 26 July 2014.
- k. SMOM 15-017, Screening of Title 32 Positions of Signification Trust and Authority (POSTA), 14 April 2015.
- l. PPOM 15-040, (HRZ) Suitability and Screening Policy for Personnel Identified in or Nominated to Occupy a Position of Significant Trust, 16 January 2015.

2. Coordination. Course managers will provide all students registered within ATRRS detailed content pertaining to in-processing and completing any distance learning (DL) within 30 days of the course start date. Soldiers who fail to meet the course prerequisites may be dis-enrolled from the course.

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3. Positions of Significant Trust and Authority (POSTA). Effective 1 Jan 15, all students attending courses for personnel identified as requiring POSTA clearance 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 Recruiting and Retention Battalion (RRB) Commander validating the Soldier has met all screening requirements as directed to occupy a position of significant trust and authority on ADOS 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 course.

4. 805B-ASIV7, ARNG MEPS Guidance Counselor (GC) Course.

a. Purpose: This course is required before awarding of additional skill identifier (ASI) V7. The course provides newly assigned ARNG MEPS GC with knowledge, skills, and techniques to perform successfully. The resident portion of the instruction is conducted at the SMTC.

b. Prerequisites: All personnel attending the MEPS GC course must complete a minimum of ten working days of training at MEPS prior to attendance. The training will focus on using the US MEPS Integrated Reservation System (MIRS), Guidance Counselor Resource Center (GCRC), Recruit Quota System, and quality control of enlistment packets.

(1) The Senior GC will maintain a MEPS Pre-Execution Checklist (PEC) verifying the ten day training requirement has been completed. Soldiers must provide the MEPS PEC and a memorandum from the RRB Commander substantiating the ten day training requirement. No waiver authorized.

(2) Course attendance is mandatory within six months of assignment.

c. Target audience: Enlisted Soldiers in the rank of Staff Sergeant, Sergeant First Class, and Master Sergeant. Department of the Army Civilians (DAC) who are GS-6 through GS-12 and selected to fill a TDA position of ARNG MEPS GC are eligible to attend this course. Enlisted Soldiers must have been awarded the MOS 79T IAW current operational guidance. DACs must provide proof of SQI4 completion or MOS 79T.

d. Length: This course is scheduled for two weeks.

e. POSTA: See paragraph 3 for guidance.

f. APFT: Soldiers attending MEPS GC course are required to pass an APFT as a

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graduation requirement. Soldiers who fail the APFT will be administered one retest, which will be administered no earlier than seven days from the initial APFT failure.

5. 805B-F03, ARNG Liaison/IADT Manager.

a. Purpose: To provide ARNG Soldiers and USAR LNOs with the knowledge, skills, and techniques to perform as an LNO/ IADT manager.

b. Prerequisites: All personnel attending this course must be assigned (or be projected) as an ARNG/USAR Liaison NCO (LNO) or as a State Initial Active Duty for Training (IADT) Manager. ARNG Soldiers must have been awarded the MOS 79T. Exceptions may be considered on a case-by-case basis. State IADT Managers not assigned to MOS 79T TDA positions are exempt from training requirements but are encouraged to complete this course.

c. Target audience: Soldiers assigned as ARNG TRADOC LNO or State IADT Manager.

d. Length: This course is scheduled for two weeks.

6. 805B-F16, ARNG Recruiting and Retention Automation NCO Course.

a. Purpose: The purpose of this course is to train new Recruiting and Retention Information Support Specialists. Additionally, this course allows Information Support Specialists to maintain their current information security certifications.

b. Prerequisites: ARNG Soldiers, E-5 or above, qualified in the MOS 25B or 79T, selected for or occupying TDA position of ARNG Recruiting and Retention Information Support Specialist. Soldiers must have been appointed IATA or IATII for the Recruiting and Retention Battalion, ARISS accounts as a state operations-level user, correct roles assigned in IMS and HSS, and completed the Cyber Security Fundamentals Certification Course. The Recruiting Commander may submit an ETP for Soldiers in the grade of E-4, or who do not meet MOS requirements. Only one ETP may be submitted.

c. Length: This course is scheduled for two weeks.

7. 805B-F17, ARNG Officer Strength Manager (OSM) Course.

a. Purpose: To train selected ARNG personnel in the duties and responsibilities of ARNG officer recruiting.

b. Prerequisites: ARNG AGR Soldiers must be E-5 or above and qualified in MOS 79T. ETPs may be submitted on a case-by-case basis.

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- c. Target audience: ARNG enlisted Soldiers, with MOS 79T, and officer personnel currently serving in or selected for recruiting duties.
- d. Length: This course is scheduled for two weeks.
- e. POSTA: See paragraph 3 for guidance.

8. 805B-F20, ARNG Recruit Sustainment Program (RSP) Cadre.

- a. Purpose: To train selected ARNG Soldiers in the duties and responsibilities of RSP Cadre.
- b. Prerequisites: ARNG Soldiers currently or selected for RSP Cadre duties, must be in pay grade of E-4 or above. Soldiers must complete the risk management basic course within blackboard.
- c. Target audience: ARNG Soldiers in the rank of SPC or above currently serving in, or selected for RSP Cadre duties.
- d. Length: This course is scheduled for two weeks.
- e. POSTA: See paragraph 3 for guidance.

9. 805B-F21, ARNG Recruiting Pre-Command.

- a. Purpose: To provide training to ARNG Soldiers assigned duties and responsibilities of RRB leadership.
- b. Prerequisites: ARNG Officers in the rank of MAJ and LTC must be assigned or pending assignment as RRC. ARNG AGR Soldiers in the rank of MSG or above must be assigned or pending assignment as RRB Command Sergeant Major. Additional training requirements will be provided by the course manager once the student has enrolled via ATRRS and within 30 days of course start date.

- c. Target Audience: ARNG enlisted and officer personnel currently serving in or selected for battalion leadership duties.
- d. Length: This course is scheduled for one week.
- e. POSTA: See paragraph 3 for guidance.

10. 805B-F24, ARNG Unit Retention NCO (URNCO) Course.

- a. Purpose: To provide ARNG enlisted Soldiers with specialized skills and knowledge

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required to perform the duties of an ARNG URNCO. This course trains and prepares Soldier in the ARNG to assist commanders by providing retention and attrition management focus within each ARNG unit. Soldiers assigned this additional duty will work directly with 79T RRNCOs in support of the ARNG strength maintenance mission.

b. Prerequisites: ARNG Soldiers E-5 thru E-8 or E4 with Basic Leader Course completed. All Soldiers are required to have an additional duty memorandum that identifies the Soldier as the URNCO (see enclosure 2). Soldier with SQI4 or MOS 79T are not authorized to attend this course. Soldiers are required to attend this training within six months of being assigned this additional duty. All Soldiers scheduled to attend this training will have access to the Directors Personnel Readiness Overview and Retention Management System within 72 hours of reporting and maintain unit level access for the duration of this course. Access may be requested at [SMMS Portal](#).

c. Target audience: ARNG Soldiers, E-5 or above, assigned an additional duty as a URNCO.

d. Length: This course is scheduled for two weeks.

11. **805B-F31, ARNG Recruiting Company Pre-Command.**

a. Purpose: To provide training to select ARNG Soldier who are assigned the duties and responsibilities within the ARNG Recruiting and Retention Company.

b. Prerequisites: ARNG enlisted and officer personnel currently serving in or selected for company leadership duties. ARNG Officers in the rank of 1LT through MAJ must be assigned or pending assignment as Recruiting and Retention Company Commander or Executive Officer (XO). ARNG Active Guard Reserve (AGR) enlisted Soldiers in the rank of MSG or 1SG, must be assigned or pending assignment as Recruiting and Retention Company First Sergeant (1SG) or area NCOIC/RRSC.

c. Target audience: ARNG Recruiting and Retention Company Commander, XO, 1SG, and Area NCOIC. Soldiers holding the pay grade of E-8 and E-9 must hold the PMOS 79T.

d. Length: This course is scheduled for two weeks.

e. POSTA: See paragraph 3 for guidance.

12. **805B-F34, ARNG Marketing and Advertising NCO.**

a. Purpose: To train ARNG AGR Soldiers, civilians, and contractors assigned to a Marketing and Advertising or Marketing and Education Outreach position within the RRB. This course will provide the knowledge, skills, and technical expertise required to support

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the three tenets of the ARNG strength maintenance mission.

b. Prerequisites: Students must be in the rank of Sergeant through Master Sergeant (grades E-5 thru E-8) or DA Civilians assigned to Marketing and Advertising or Marketing and Education Outreach TDA positions, or Contractors who are currently serving in an ARNG Marketing/Advertising position. Students must complete fiscal law training prior to attending this course. Proof of completion will be required prior to the start of class.

c. Target audience: ARNG Soldiers in the pay grade of E-5 thru E-8, civilians, or contractors serving in the RRB.

d. Length: This course is scheduled for two weeks.

13. 805B-79T40-C46, Recruiting and Retention NCO (RRNCO) Senior Leader Course (SLC).

a. Purpose: RRNCO SLC will prepare students to serve in positions of greater influence and responsibility within the ARNG Recruiting and Retention Force.

b. Prerequisites:

(1) Soldiers must hold PMOS 79T and be in pay grade of E-6 or E-7.

(2) Be a graduate of Advanced Leader Course (ALC) or 79T Conversion Course (CC) at least six months prior to attending SLC.

(3) Be a graduate of the Non-Career Recruiter Course (SQI4).

(4) Soldiers must have completed Structed Self Development 3 (SSD3) prior to day one of the course.

(5) Soldiers attending SLC who are over age 40 must have a PHA conducted within one year of reporting to the course.

c. Length: This course is scheduled for three weeks.

d. POSTA: See paragraph 3 for guidance.

e. APFT: Soldiers attending RRNCO SLC are required to pass an APFT as a graduation requirement. Soldiers who fail the APFT will be administered one retest, which will be administered no earlier than seven days from the initial APFT failure. Soldiers who fail the retest will be disenrolled from the course and returned to their state. Soldiers disenrolled who fail the APFT will be issued an Academic Evaluation Report (DA 1059) that reflects "Failed to Achieve Course Standard".

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f. Height and Weight Standards: All Soldiers will be screened IAW AR 600-9 on day 1. Soldiers who fail to meet the body composition standards of AR 600-9 will be administered one re-screening, which will be administered no earlier than seven days from the initial failure. Soldiers who subsequently fail to meet the body composition standards of AR 600-9 will be disenrolled from the course under the same guidance of the APFT failure.

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

16. Points of contact for this action is Mr. Albert Scott at (501) 212-4526 or SFC Javoris Smiley at (501) 212-4594 or ng.robinson.ngb-arng-pec.list.arng-gss-doctrine.



2 Encls

1. [URNCO ETP Memo.docx](#)
2. [URNCO Additional Duty MFR.docx](#)

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