



## NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE  
ARLINGTON VA 22204-1382

ARNG-HRR

3 October 2018

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

SUBJECT: SMOM 19-002, Advanced Systems & Applications Training for RRNCOs (ASAT) Training Workshop

1. The ARNG-HRR-S Training, Development and Support Team will be hosting an ASAT Workshop from 28 October to 2 November 2018. This training is an in house, four day (32 class hours) traditional classroom event. Travel Days will be Sunday, 28 October 2018 and Friday, 2 November 2018. Workshop dates will be 29 October to 1 November 2018, from 0900-1700 each day with after-hours lab time as needed.
2. The ASAT Workshop is designed for any and all SQI4 trained and experienced RRNCOs who would like to learn advanced skills beyond the foundational teachings offered in SQI4 Course, as they relate to the automated recruiting systems. This workshop is beneficial for those who may:
  - a. Want to re-energize and find new and innovative ways to increase performance, production and efficiency using automated applications.
  - b. Need enhanced training in automated recruiting applications (ARISS) to prepare for a future leadership or State HQ Staff role.
  - c. Want to find new ways to use the system to better analyze market, territories, schools, demographics, and prospect and process more efficiently and effectively.
3. Scope: The ASAT Workshop is a high-energy, interactive training event designed for active RRNCOs to enhance their SQI4 foundational training in automated recruiting principles, to increase efficiency, effectiveness, performance and production. The Workshop will sharpen RRNCO skills in using "The System" to streamline processes, prospect aggressively and intelligently, record and maintain data easily and efficiently, research and operate in the most optimal markets, manage time and resources wisely, and increase production by using recruiting applications to "Work the Funnel".
4. Design: The ASAT Workshop design is interactive and loaded with situational, practical, and group exercises designed to help RRNCOs "Think INSIDE the box"; using all automated computer and web-based applications available on their computers efficiently and effectively to make mission. Content: The ASAT Workshop curriculum is fully congruent with, and builds upon all training offered at SMTC SQI4 and Conversion Courses.

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5. Prerequisites: Students must meet the following criteria:

a. Must be a successful graduate of SQL4 Course. No exceptions.

b. Must be operating in a current 4-digit RSID (Example: TXAA).

c. Must bring an up to date ABS/RCAS computer, with all user accounts, territories, zip codes, and schools set up correctly in HSS to include RMZ. (Contact your state Automation NCO for Assistance)

6. This class is limited to the first 50 students; therefore RSVP ASAP! Please click on the link ([usarmy.knox.ngb.list.arng-gss-asb-it-team@mail.mil](mailto:usarmy.knox.ngb.list.arng-gss-asb-it-team@mail.mil)) for your Outlook to open, and then email your RSID, rank, name, email, and cell phone number. Your eligibility will be verified and you will receive email notification and an information packet for completion and return to our office. Upon receipt of your fully completed and signed packet, the RRNCO will be assigned a classroom seat and a welcome packet.

7. Reserving a seat does NOT mean that the student is approved and registered to attend. The student must submit a completed registration packet and approval letter signed by the state's RRB Commander before any student is fully registered to attend.

8. Please note that the Systems Branch will NOT be arranging for blocks of hotel rooms for State personnel. Once you have been registered, please see the welcome packet for lodging information.

9. Point of contact is Mr. Ronnie Mitchum at (502) 626-4361, or [ronnie.l.mitcum2.civ@mail.mil](mailto:ronnie.l.mitcum2.civ@mail.mil). You may also contact the Training Team's Lead for This training event, Mr. John Northey at (502) 626-3626, or [john.t.northey.ctr@mail.mil](mailto:john.t.northey.ctr@mail.mil).



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