



ARNG-HRR

3 January 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Recruiting and Retention Battalion (RRB) Sustainment Training

1. Reference. NGR 601-1, Army National Guard Strength Maintenance Program, 26 April 2006.
2. Purpose. To provide customizable training, geared towards increasing productivity and efficiency across the Recruiting and Retention Force (RRF).
3. Background. Sustainment training is designed to maintain and sharpen the Soldier's MOS and functional skills. This training will focus on motivating and improving Soldier attitudes as well as their skills, knowledge and abilities to ensure success and maximize performance.
 - a. The Strength Maintenance Training Center (SMTC) has trained 30 master trainers, 146 production recruiters and conducted five customized sustainment training sessions.
 - b. Currently there are seven training sessions available in ATRRS, with the capability to train 240 production recruiters during the 2nd quarter.
 - c. There are ten training sessions available for the remainder of FY19.
4. Command Emphasis. Areas of emphasis will include lead generation and refinement, closing, dealing with rejection, building relationships, increasing write-rate, and decreasing MEPS failures. This training may address other areas as identified by the RRB and SMTC staff. In order to maximize resources, training will be conducted over a period of no less than two days. Training packages will be designed based on the sample training schedule (enclosure 1).
5. Training Guidance, Approval, and Availability.
 - a. Training Guidance. All training requests will be submitted utilizing the MTT Request form (enclosure 2).
 - b. Training request approval will be determined based on the following procedure.
 - (1) RRB staff will provide the RSIDs of all personnel requiring the training.

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(2) RRB staff will select a primary and alternate date from the list below.

(3) SMTC staff will conduct an initial data analysis within 14 days of the current and historical write-rate, the prospecting and accessions, and market share of the RSIDs provided. In addition, SMTC staff will conduct a review of the published RRB operating guidance.

(4) SMTC staff and RRB staff will review the analysis within thirty days of the initial request, discuss any RRB specific topics, and review the recommended customized package. Upon completion, the requesting RRB will receive the training approval or disapproval.

c. Training dates. The following dates are available for the remainder of FY19:

| 2 nd Quarter FY19 | 3 rd Quarter FY19 | 4 th Quarter FY19 |
|------------------------------|------------------------------|------------------------------|
| 22 – 25 JAN 19 | 22 - 26 APR 19 | 15 – 19 JUL 19 |
| 22 – 24 JAN 19 | 20 - 24 MAY 19 | 22 – 26 JUL 19 |
| 28 JAN – 1 FEB 19 | 17 – 21 JUN 19 | 29 JUL – 2 AUG 19 |
| 11 – 15 FEB 19 | 24 – 28 JUN 19 | 12 – 16 AUG 19 |
| 28 FEB – 1 MAR 19 | | 26 – 30 AUG 19 |
| 21 – 22 MAR 19 | | 9 – 13 SEP 19 |
| | | 16 – 20 SEP 19 |

6. This memorandum supersedes all previous sustainment training guidance and will expire 30 September 2019.

7. POC for this message is MSG Raymond Faucette at (501) 212-6864 or raymond.f.faucette2.mil@mail.mil.

- 2 Encls
- 1. Sample training schedule
- 2. MTT Request Form

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DISTRIBUTION:
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Strength Maintenance Advisory Group

- SMAG 1
- SMAG 2
- SMAG 3
- SMAG 4
- SMAG 5
- SMAG 6
- SMAG 7