ARNG Accession Options Criteria FY 19-20
SUMMARY of CHANGE

PPOM 19-009
ARNG Accession Operations Criteria FY 19-20, effective 1 July 2019

This change is a revision dated 1 June 2019.

- Updates NPS Age ETP request (Appendix E)
- Adds NIAC results required prior to ship for LPR (para 2-4)
- Adds Tier III education clarification (para 2-7)
- CAT-IVA (AFQT 16–30) applicants must enlist into an MOS that meets the need of the organization and ship to IADT within 60 days of enlistment (para 2-8)
- Updates authorized periods of enlistment. Soldiers may request transfer to the ING in lieu of the IRR (para 2-16)
- Updating PS Age ETP request (Appendix E).
- PS applicant with break more than 6-months require Chapter 2 physical (para 3-7)
- PS must complete BCT and become MOSQ in 24-months (para 3-18)
- Addresses USAR with a current FCP (para 3-19)
- Updates DD Form 368 Navy POC number (para 3-19)
- Updates Urgent Medical Waivers (para 4-6)
- Addresses multiple waivers and multiple authorities (para 4-7)
- Removes “These rules may only apply when the applicant has separated from an Army component” (para 4-8)
- Clarifies RRC and TAG endorsements are required for administrative and conduct waiver requests (para 4-8 and 4-9)
- Table 4-1, law violations/criminal offenses are listed in AR 601-210 and AD 2018-12 (Table 4-1, Line 5)
- Updated Table 4-2 and Notes (Table 4-2)
- SF 86 must pass validation for Suitability Review (para 4-14)
- Added requirement for NGB Form 905 for Suitability Review (para 4-14)
- Adds Police Check Procedures to Chapter 5 (para 5-2)
- Adds Transgender applicants (para 5-3)
- Adds Court Check Procedure to Chapter 5 (para 5-4)
- Clarifies the use of PHA and IMR for Field Enlistments (para 5-5)
- Live Scan is ‘Required” for field enlistment applicants (para 5-5)
- Removes the requirement NPS Tier 2 applicants must pass TAPAS (para 5-11)
- Adds Processing Requirements for Lawful Permanent Residents (para 5-53)
- Adds Training pay categories and ARNG IET Seat Management (para 5-59)
- Applicants that have college enrollment verification (NGB Form 901) for the current or upcoming semester will be scheduled for standard training for the following semester (para 5-60)
- Updates waiver requirement for offense with a fine of $500 or more (para 9-10)
- Removes NGB Form 903 Live Scan Authorization
- Adds NGB Forms 901 (College Enrollment Verification), 902 (Tattoo Screening), 905 (Suitability and Waiver Checklist), and 906 (College First Enlistment Option Statement of Understanding) (appendix B)
- Adds Exception to Policy and DMPM Request Procedures (appendix E)
- Adds Suitability Review Request procedure (appendix F)
- Corrected Sample Dependency Memo for Single Parent (Figure 1)
- Updated Sample DD Form 369 (Figure 5)
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**Effective 1 July 2019**

**History.** This publication is a rapid revision and is a change to the previous edition dated 1 March 2019.

**Summary.** This policy governs eligibility criteria, policies, and procedures for enlisting and processing of persons into the Army National Guard per DoDI 1304.26.

**Applicability.** This policy applies to the Army National Guard/Army National Guard of the United States. It also applies to Department of the Army Civilians involved in recruitment activities or Reserve Officer’s Training Corps/Simultaneous Membership Program Management functions.

**Proponent and exception authority.** The proponent of this policy is the Strength Maintenance Division Chief (ARNG-HRR). The proponent has the authority to approve exceptions or waivers to this policy that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a branch chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of major or the civilian equivalent. Activities may request a waiver to this policy by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity’s senior legal officer. All waiver request will be endorsed by the commander or senior leader of the requesting activity and forwarded through their Recruiting and Retention Battalions to the policy proponent.

**Supplementation.** Supplementation of this policy and establishment of NGB and local forms are prohibited without prior approval from the Strength Maintenance Division Chief, (ARNG-HRR), 111 South George Mason Drive, Arlington, VA 22204-1382 or ng.robinson.nbg-argn-pec.mbx.armg-hrr-t-doctrine@mail.mil.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Strength Maintenance Division Chief, (ARNG-HRR), 111 South George Mason Drive, Arlington, VA 22204-1382 or ng.robinson.nbg-argn-pec.mbx.armg-hrr-t-doctrine@mail.mil.

**Distribution.** This policy is available in electronic media only and is intended for command levels B, C, D, and E for the Army National Guard/Army National Guard of the United States.
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Chapter 1
Introduction

1-1. Purpose
This policy prescribes eligibility criteria governing the enlistment of persons, with or without prior service (PS), into the Army National Guard (ARNG). It provides policies and procedures to process applicants for enlistment in the ARNG using specific options. This policy is intended to be used in conjunction with AR 601-210, however is not a supplement. This policy supersedes previous editions. This policy is formatted so chapters (with exception to chapter 4) are formatted with AR 601-210. See AR 601-210 for chapters not listed in this policy.

1-2. References
See appendix A.

1-3. Explanation of abbreviations and terms
See glossary.

Chapter 2
Enlistment in the Regular Army, Army Reserve, or Army National Guard for Non-Prior Service Applicants

2-2. Basic eligibility criteria for all non-prior service applicants
a. All Non-Prior Service (NPS) and Glossary Non-Prior Service (GNPS) applicants enlisting into the ARNG are required to be in a deployable status within 24 months of enlistment. Federal law prohibits delays beyond 24 months.
   (1) Soldiers failing to become deployable within 24 months of enlistment must be discharged as outlined in NGR 600-200.
   (2) Officer Candidates are required to become deployable as outlined in paragraph 9-10 and 9-14.

b. Religious Accommodations. This guidance is for processing religious accommodation waivers to Army uniform or grooming standards as outlined in AR 670-1. These procedures are for all ARNG applicants applying for enlistment or appointment. The RRC must ensure the timelines established in this publication by the SA are strictly enforced. Each request for religious accommodation will be expedited through the command to meet the established 60 day approval processing requirement. The State TAG must provide written justification of any delays beyond 60 days of the individual request.
   (1) Any applicant who requests a religious accommodation, must submit the request in writing. All request must include name, date, and signature. TAGs are authorized to approve or disapprove religious accommodation requests requiring a waiver for uniform wear and grooming in the following faith practices: wear of a hijab, wear of a beard, wear of a turban or under-turban or hijab, with uncut beard or hair. TAG is the approval authority for this requirement. No further delegation is authorized.
   (2) TAGs may elevate the final decision to the Secretary of the Army or an approved designee. When elevating an accommodation request for decision, TAGs will recommend approval or disapproval, with reasons and evidence supporting the recommendation.
   (3) TAGs will consider every religious accommodation request on a case-by-case basis. Religious accommodations will be approved when accommodation would not adversely affect mission accomplishment. TAGs will consider health, safety, military readiness, and the Soldier’s sincerity of belief. TAGs will approve a request for a religious accommodation consistent with the standards described in AR 670-1 unless the commander:
      (a) determines the request is not based on a sincerely held religious belief.
      (b) identifies a specific hazard that is not specifically addressed in this directive and that cannot be mitigated by reasonable measure after coordinating with the branch or MOS proponent.
   (4) The Recruiting and Retention Commander (RRC), or Operations NCO will submit packets involving recruits to the TAG to evaluate and approve, disapprove, or elevate pre-accession requests for religious accommodations. The RRC or a designated representative will submit initial notification of any request to the ASO, via e-mail, within five business days. The ASO will immediately notify HRH-E. All processed requests will be submitted within 60 days of request to the ASO. Processed requests will be submitted using ARISS workflow through the ASO. The ASO will submit packets for staffing and
notification to ARNG Personnel Policy Division, Enlisted Policy Branch, using HRH-E. Religious accommodation requests packets will include –

(a) Soldier religious accommodation request letter
(b) Full name, social security number, and rank
(c) Pre-accession type request
(d) State requesting and projected unit vacancy
(e) Projected MOS
(f) TAG MFR

(5) Personnel with a religious accommodation allowing a beard may not attend military schools requiring toxic chemical agent training and may not be assigned to such positions. For example, chemical, biological, radiological, or nuclear (CBRN). An accommodation for a beard may be temporarily suspended when a threat of exposure to toxic CBRN agents exists that requires all Soldier to be clean-shaven, including those with medical profiles. Commanders may require a Soldier to shave if the unit is in, or about to enter, a tactical situation where use of a protective mask will likely be required and where the inability to safely use the mask could endanger the Soldier and the unit.

(6) Recruits shipping to IET with religious accommodations will have an approved memorandum on their possession signed by the Secretary of the Army (SECARMY) or designee and documented in the electronic military record system before receiving the accommodation. This memorandum will identify the accommodations for the individual.

c. Leader First. Units meet the leader first requirement by leaders assigned or with duty at the female enlisted Soldiers duty of assignment. Leader first for the RC occurs when one female leader (officer or enlisted) is in the same career field and one female leader is assigned in any career field prior to assignment of any female junior enlisted. Female enlisted accessions will not occur in Infantry or Armor units until the leader first conditions are met. MEPS Guidance Counselors should ensure these requirements are met prior to accession.

Note: Enlisted leaders are SGT and above. Junior enlisted Soldiers are SPC/CPL and below.

2-3. Age
Applicants 17 years of age (with parental consent); all applicants must be accessed on or before their 35th birthday. Exceptions to policy for this requirement are outlined in Appendix E.

2-4. Citizenship
a. Applicants born outside of the United States or Territories must show proof of U.S. citizenship at the time of enlistment. The following documents are authorized as proof –

(1) U.S. Passport
(2) FS Form 240 (Consular Report of Birth Abroad of U.S. Citizenship)
(3) FS Form 545 (Certification of Birth Abroad of U.S. Citizen)
(4) INS or USCIS Form N-550/551/570 (Naturalization Certificate) (must have birth certificate to verify place of birth)
(5) INS or USCIS Form N-560/561 (Citizenship Certificate)
(6) USCIS Systematic Alien Verification for Entitlement (SAVE) verification screen (valid for enlistment only, must have valid I-551 card to ship).

b. Lawful Permanent Resident (LPR). The USCIS Form I-551 must be valid for more than six months from the ship date (phase 2 ship date if applicable). See chapter 5-53 for Processing Requirements for Lawful Permanent Residents (LPR).

(1) As outlined in AR 601-210, one type of exception to policy; obtain verification in the form of an original receipt from the USCIS indicating the applicant has paid for an I-90 (Application to Replace Permanent Resident) renewal prior to enlistment.

(2) The receipt required is the USCIS Form I-797 or online receipt, showing that the Permanent Resident Status has been renewed or extended, and a period of extension (usually one year). Forms that do not show the period of extension, are not valid.

(3) Any applicant with an USCIS I-551 that will expire within one year after enlistment date requires a citizenship suitability approved by NGB-ASO prior to enlistment. Use of an over-stamped foreign passport with a USCIS stamp showing that it is considered as an I-551 card for one year is authorized.

(4) Must have favorable NIAC results back prior to shipping to IET.

c. Naturalized citizens (N-550) must have an English language or translated birth certificate or U.S. Passport to ship to IADT.

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2-6. Social security number
The following documents may be used to verify social security numbers –
  a. Social security card issued by the Social Security Administration (SSA). Issued card must be original and legible. Laminated cards are considered valid.
  b. Completed SS-5 (Application for Social Security Card). SS-5 must be signed by the applicant and include receipt from Social Security Administration official, indicating the application for a replacement has been received.
  c. DD Form 214/215
  d. NGB Form 22
  e. IRS Form W-2
  f. Social security number stub
  g. Social security number identification printout, must be provided by SSA

2-7. Education
  a. The Army National Guard, in coordination with USAREC Education Specialists, will verify the education credentials, of covered graduate applicants, as needed, with authorized state education verification personnel. This is to ensure that the school concerned is legally operating or the program of secondary education complies with the education laws of the state in which the person resides. In addition to this verification, authorized ARNG personnel will conduct individual tier evaluations, of official transcripts, in accordance with (IAW) USAREC Regulation 601-210, Appendix N and using USAREC Form 601-210.41, (Tier Evaluation Worksheets), for education institutions reflecting the “TE” code in Headquarters Support System/Force Structure and Zip Code Realignment System (FAZR).
  b. Tier Evaluations (TE). Individual TE are conducted using official transcripts for applicants whose education institutions are “TE” in HSS/FAZR. TE are processed in the following manner –
     (1) TE will be conducted on all applicants who are currently enrolled, completed, or graduated from a secondary school (public, non-public, adult, alternative, or charter) listed as TE in HSS/FAZR.
     (2) TE will be conducted using USAREC Form 601-210.41 (Tier Evaluation Worksheet) on all applicants. Any public charter school coded as T1, which functions like a traditional public high school, does not require a TE.
     (3) The Recruiting and Retention Battalion (RRB) XO or Operations Officer (commissioned officer or civilian) will evaluate individual transcript evaluations. Questionable evaluations will be elevated within the RRB for final determination.
     (4) Applicants meeting the following criteria will be classified as a Tier 1 –
        (a) Attended and completed a teacher directed, structured (teacher-student classroom environment), credit-based program of instruction.
        (b) Issued a diploma from a school or program whose course content and curriculum are similar to a traditional credit-based program or school.
        (c) Considering all schools and programs, applicants must have successfully completed a minimum of 11 years (3 years of high school, mandatory attendance-based, classroom setting) of classroom credit-based education.
        (d) At minimum, 50 percent of the credits must have been earned in an attendance-based, structured classroom and teach-directed environment from the school that issued the diploma.
     (5) USAREC Form 601-210.41 must be included in the applicant’s electronic record.
     (6) Exceptions to policy may be submitted to ARNG-HRR and will be processed on a case-by-case basis.
  c. Tier II applicants must be 17 years of age or older to enlist.
  d. Applicants who are coded with a high school status must have an NGB Form 900 (High School Verification) completed prior to enlistment.
  e. Applicants currently enrolled in college, who request to have an adjusted ship window are required to complete NGB Form 901 (College Enrollment Verification).
  f. Tier III applicant is an individual who is not currently in a secondary education program and has no diploma or credential. The MEPS GC must obtain approval from the REQUEST Operations Center, prior to enlisting a Tier III applicant.
2-8. Trainability
   a. NPS/GNPS applicants are eligible for enlistment provided they meet the minimum criteria of
      enlistment standard as well as MOS specific test requirements. Applicants must be able to sufficiently
      speak, read and write using the English language to understand the oath of enlistment and TECH check
      security interview.
   b. Test Score Category (CAT) and education requirements for enlistment are –
      (1) CAT-I (AFQT 93-99), high school diploma graduate (HSDG)/ alternate high school credential
          holder (AHSCH)/ general equivalency diploma holder (GEDH)/ general equivalency diploma via Youth
          Challenge Program (GEDX)/ high school senior (HSSR)/ currently in high school junior (CIHSJR)/ non-
          high school graduate (NHSG).
      (2) CAT-II (AFQT 65-92), HSDG/ AHSCH/ GEDH/ GEDX/ HSSR/ CIHSJR/ NHSG.
      (3) CAT-IIIA (AFQT 50-64), HSDG/ AHSCH/ GEDH/ GEDX/ HSSR/ CIHSJR/ NHSG.
      (4) CAT-IIIB (AFQT 31-49), HSDG/ AHSCH/ GEDH/ GEDX/ HSSR/ CIHSJR/ NHSG.
      (5) CAT-IVA (AFQT 16-30), HSDG/ HSSR/ AHSCH/ GEDH/ GEDX
          (a) Applicants who require a NGB level conduct waiver are not eligible for enlistment.
          (b) MEPS GC must obtain a control number and CAT override from the REQUEST Operations
              Center, prior to enlisting a CAT-IVA applicant.
      (c) Applicants must enlist into an MOS that meets the need of the organization and ship to IADT
          within 60 days of enlistment. See chapter 5-59 for additional restrictions.
      (6) CAT-IVB (AFQT 10-15), Ineligible for enlistment.
      (7) CAT-V (AFQT 1-9), Ineligible for enlistment.
   c. Aptitude Waivers. These waivers are processed by MEPS GC to the REQUEST Operations Center.
      (1) Telephonic or electronic overrides up to five points for select MOSs are authorized. Points are
          not authorized to be split between multiple categories.
      (2) Waivers are not authorized in the general technical (GT) area, except MOS 68W of three points.
      (3) Waivers for MOS 89B will not exceed three points.
      (4) Aptitude area waivers are not authorized for NPS/GNPS in MOS 13T, 27D, or 89D. Aptitude area
          waivers are not authorized for the following CMFs 14, 15, 18, 25, 31, 35, 68 (except 68G and 68W).
   d. Color vision ETP. These exceptions are processed by MEPS GC to ARNG-HRR-ROC.
      (1) CMF 42, 31, 12W, and 88M are authorized red-green color vision.
      (2) Color blind exceptions will be considered for 12C and 92G.
   e. Proponent ETP. These exceptions are processed through ARNG-HRR-ASO.
      (1) Exceptions for MOS qualifications (other than line score or color vision) will be considered on a
          case-by-case basis as outlined in DA Pam 611-21. Only the CMF proponent can grant exceptions to DA
          Pam 611-21.
      (2) Meritorious cases will be forwarded to the ASO after meeting all enlistment qualifications.
          Contact the ASO for required exception documentation.

2-10. Dependents
Cases regarding dependents, custody, and parental consent that are questionable or not clearly identified
within AR 601-210 or this policy must be submitted to the State JAG for clarification.

2-11. Conduct and administrative criteria
All applicants will have a sex offender query conducted prior to enlistment. Queries will include a search
of all States and Territories. Searches which return with name, age, and reported address matches to the
processing applicant will have a local search completed using the DD Form 369 at the local sheriff’s
office. All search results will be uploaded into the applicants ERM. When questionable results are posted,
the MEPS GC will submit a workflow to the ASO for additional guidance. Queries will be conducted using
the National Sex Offender Public Website. Applicants who are required to register as a sex offender are
not authorized enlistment. No waiver may be considered for this requirement. See chapter 5 for Police and
Court Records Checks.

2-16. Authorized enlistment periods
   a. NPS applicants will be enlisted for eight years. Active participation in an ARNG unit is service in the
      Selected Reserve (SELRES). An applicant may elect one of the following options:
      (1) 8 x 0 (eight years SELRES). This option requires the Soldier to remain an active participant in
          an ARNG unit for eight years.
6 x 2 (six years SELRES). This option requires the Soldier to remain an active participant in an ARNG unit for six years with two years remaining MSO.

(3) 4 x 4 (four years SELRES). This option requires the Soldier to remain an active participant in an ARNG unit for four years with four years remaining MSO.

(4) 3 x 5 (three years SELRES). This option requires the Soldier to remain an active participant in an ARNG unit for three years with five years remaining MSO.

b. Soldiers may request to remain assigned to the SELRES at the end of their contractual obligation, or extend their enlistment agreement, or immediately reenlist at the end of their contractual obligation. Soldiers who elect not to extend or immediately reenlist will be discharged and assigned to the IRR as outlined in NGR 600-200.

c. Soldiers who are actively participating in an ARNG unit may request transfer to the ING as an alternative to serving in the Individual Ready Reserve (IRR) of the United States Army Reserve (USAR) in order to fulfill their MSO as outlined in NGR 614-1. Soldiers must execute a DA Form 4836 for the remaining period.

d. GNPS applicants will be enlisted for the remainder of their MSO, in years, months, and days of the unfulfilled MSO.

(1) Statutory Obligation. The statutory MSO is incurred on initial entry into the Armed Forces whether by induction, enlistment, or appointment.

(a) Soldiers who enlisted on and after 1 June 1984 incurred an 8-year statutory MSO.

(b) Soldiers who enlisted prior to 1 June 1984 incurred a 6-year statutory MSO.

(2) The statutory MSO can be terminated by the Army prior to its fulfillment. Separation due to discharge, dismissal, or being dropped from the rolls of the Army terminates a Soldier’s statutory obligation. The statutory obligation is not terminated, however, when the Soldier is separated for immediate reentry into the same or another military status. This includes an officer training program in which the Soldier has military status.

2-18. Enlistment pay grades for personnel without prior service

Applicants who complete two or more years of Junior ROTC or a National Defense Cadet Corps (NDCC) Program may enlist at any time and be advanced to pay grade E-2. Two years is defined as two school years. Two JROTC courses taken in the same school year does not meet the requirement, including applicants on the block schedule system.

Chapter 3
Enlistment in the Regular Army, Army Reserve, or Army National Guard for Prior Service Applicants

3-2. Basic eligibility criteria for all prior service applicants

Field enlistment requirements are outlined in paragraph 5-5.

3-3. Age

PS applicants 35 years of age or older must be eligible for non-regular retired pay by age 60. To be eligible for non-regular retired pay, an individual must meet eligibility criteria outlined in AR 135-180. Exceptions to policy for this requirement are outlined in Appendix E.

3-4. Citizenship

See chapter 5-53 for Processing Requirements for Lawful Permanent Residents (LPR).

3-6. Trainability

a. Applicants must have a qualifying aptitude area score for the MOS in which enlisting. GNPS applicants must meet chapter 2 trainability requirements. An overall AFQT percentile is not required for enlistment. Aptitudes scores may be verified using the following documents—

(1) MEPCOM Form PCN 680 ADP.


(3) Armed Forces Clarification Test (AFCT).

(4) Any verified record of PS test score or document for retest scores.
b. Tests that are unverified are not valid and the PS applicant must be retested.

c. PS applicants may enlist into any previously qualified MOS, regardless of aptitude scores. This includes PS applicants enlisting from other branches of service, whose qualifications convert to an Army MOS, as well as those enlisting under the Civilian Acquired Skills Program.

d. Requests for MOS determination must be submitted to the accession suitability office (ASO). The ASO will coordinate with the proponent for determination. No MOS order will be issued for PS applicants without proper proponent determination.

Note. Questionable cases may be submitted to ARNG-HRR.

3-7. Physical
a. PS applicants who possess a confirmed HIV on their PHA are ineligible for enlistment.
b. PS applicants who have had or currently have a rating of 3 in the PULHES profile require a medical review by the Office of the Chief Surgeon prior to enlistment.
c. PS applicants who receive, or have a case pending for VA disability benefits must have their records reviewed by the Office of the Chief Surgeon prior to enlistment. These cases will be coordinated through HRR-ROB.
d. PS applicants who are processing for enlistment after 6 months from separation from a drilling status or Active Duty, must meet the standards (less weight) of AR 40-501, chapter 2, obtained from the Military Entrance Processing Station (MEPS). This includes those who have been in the IRR for 6 months or more.

3-8. Dependents
Cases regarding dependents, custody, and parental consent that are questionable or not clearly identified in AR 601-210 or this policy will be submitted to the State JAG for clarification.

3-14. Authorized enlistment periods
a. PS applicants who do not have a SELRES obligation and who have –
   (1) Remaining MSO will enlist for remainder of MSO in whole years, with a minimum of one year served in a drilling status.
   (2) No remaining MSO and are DMOSQ will enlist in the ARNG SELRES for a minimum of one year.
   (3) No remaining MSO and requires BCT, or are not DMOSQ, will enlist for a minimum of three years in the SELRES. Applicants enlisting in CMF 18 are exempt from the 3 year requirement and may enlist for 1 year.

b. PS applicants who have a SELRES obligation and who have –
   (1) 12 months or more remaining contractual obligation will enlist for the entire balance of their contractual obligation in a drilling status.
   (2) Less than 12 months remaining on their current contractual obligation are required to enlist for a minimum of one year.
   (3) No remaining contractual obligation will enlist for a minimum of one year.
   (4) PS applicants that are required to attend BCT must enlist for a minimum of three years.

c. PS applicants discharged prior to completing their original MSO must enlist in a drilling status for a period of whole years equal to or greater than the unfulfilled portion of the original MSO, but not less than one year. At minimum, the remainder of the MSO must be served in a drilling status, or any period in whole years beyond that, up to six years.

d. PS applicants may serve longer than the minimum requirements outlined above, however may not enlist for a period of more than six years.

e. PS applicants who are eligible and who subsequently elect enlistment options, monetary incentives, educational benefits, or any combination of these, will enlist for the periods stipulated by the program which they enter. These incentives are outlined in the current FY SRIP.

f. PS applicants that are required to attend BCT must enlist for a minimum of three years.

g. GNPS applicants will enlist as outlined in 2-16.

3-17. Enlistment pay grades for Reserve Component enlistment
a. PS applicants may enlist up to the previous grade held at the time of last separation or discharge and no higher than the authorized grade of the position. Unless higher grade is authorized as outlined in AR 601-210, chapter 3. When no vacant positions are available, PS applicants are authorized to enlist up
to two grades below the grade held at the time of last separation or discharge. Exceptions to this may be granted by DARN, delegated to State TAG.

b. PS applicants may enlist in a valid position vacancy in their current grade if there is no projected fill from a valid and current enlisted promotion list. Coordination of this is through the State enlisted promotion manager. PS applicants requesting to enlist in a position projected to be filled from valid and current enlisted promotion list requires approval from State CSM, prior to enlisting. PS applicants will -
   1. meet MOS requirements as outlined in DA Pam 611-21.
   2. meet PME requirements as outlined in AR 600-8-19.
      a. Personnel officers will determine credit for PME course or submit request for constructive credit in accordance with AR 600-8-19.
      b. PS applicants requesting constructive credit must adhere to guidance as outlined in AR 600-8-19. Army policy does not allow PME credit for professional development courses conducted by the Navy, Air Force, or Coast Guard. Do not submit request for waiver or exception to policy. Exception is ROTC Advanced Camp as referenced in AR 600-8-19.
   3. receive prior approval from the State CSM when selected to enlist and fill an E-9, Command Sergeant Major, position.

c. Former officer or warrant officer without prior enlisted service may enlist up to pay grade E-5. Authorized grade of enlistment is based on previous experience and position vacancy availability, determined by MILPO.

d. Former officer or warrant officer with prior enlisted service may be enlisted up to grade E-5, or the grade held prior to commissioning, whichever is higher. Previous enlisted grades held during Officer Candidate or Warrant Officer Candidate School will not be considered.

e. PS applicants separated from service for more than 48 months, who previously held pay grade E-5 or E-6, will have a grade determination waiver approved by the RRC to retain the grade E-5 or E-6. PS applicants separated from service more than 48 months, who previously held pay grade of E-7 through E-9, will have a grade determination waiver approved by TAG to retain the last grade held.

3-18. General

a. PS Soldiers who fail to complete IET and be awarded an Army MOS within 24 months will be discharged. PS Soldiers enlisting into the ARNG are required to be in a deployable status within 24 months of enlistment.

b. Exceptions to this paragraph must be submitted to ARNG-HRR-ASO for determination.

c. PS Soldiers shipping to BCT are required to ship on either Monday, Tuesday, or Wednesday. Shipping concerns for Soldiers must be submitted to ARNG-HRR-ROB prior to the Soldiers schedule ship date.

3-19. Verification of Prior Service

a. The DD Form 368 must be completed for current drilling members who request enlistment into the ARNG. This form is valid for six months from date signed by unit commander or designated representative for enlistment, unless the approval authority designates otherwise on DD Form 368. The losing RC must be immediately notified of a member’s intent to enlist into the ARNG.
   1. Unit members must send the DD Form 368 to the member’s unit Commander. Members of the Retired Reserve must be reassigned to the IRR as outlined AR 140-10, chapter 6, prior to being enlisted in the ARNG.
   2. Former members of the DEP will be treated as NPS applicants.
   3. Extension of the validity period may be obtained telephonically by a commissioned or warrant officer if delay of enlistment was caused by waiver actions. A record of conversation should be submitted with the DD Form 368.
   4. Extensions can only be granted by the authorized official or individual that currently occupies the position of the person who originally signed the DD Form 368. A new DD Form 368 is required when the form has expired or a valid extension was not obtained.

b. USAR Soldiers must enlist into the ARNG as PS applicants under the provisions of AR 601-210 and this policy.
   1. This section implements uniform accession procedures for Soldiers moving from USAR Troop Program Unit (TPU) status without a break in service.
      a. USAR Soldiers who possess a valid Family Care Plan (FCP) are required to update their FCP upon enlistment into the ARNG.
(b) A copy of the current FCP must be uploaded in the electronic record (ERM).

(2) This section is applicable to applicants currently in the Retired Reserve.

c. Soldiers of USAR TPU granted conditional release to enlist into the ARNG must remain active members of the USAR until the enlistment has been accomplished and verified.

d. When the RC member is released on a conditional release, the gaining ARNG MEPS GC or State operations must complete section III of the DD Form 368, DD Form 4 and submit a workflow to the ASO.

e. The requirement to have an approved DD Form 368 approving the release for Soldiers currently assigned to the U.S. Army Control Group has been rescinded when accessing into the ARNG. The DD Form 368 must be completed by the applicant and RRNCO prior to MEPS or field enlistment processing. Complete the DD Form 368 in the following manner-

   (1) Block 1d. Enter USAR control group.

   (2) Block 1e. Enter HRC.

   (3) Block 1f. Enter 1600 Spearhead Ave., Fort Knox, KY 40122.

   (4) Block 3d and 3e. Applicant will sign and date.


f. When processing PS Soldiers, who are current members of the USAR control group IRR, the State operations or MEPS GC will submit a suitability workflow, using ARISS, to notify the ASO when the accession is complete. The ASO will submit the completed DD Form 368 and DD Form 4 to the USAR control group IRR to facilitate discharge. Block 5, 6, and 8 of DD Form 368 are completed by State operations or MEPS GC.

g. PS applicants, belonging to sister-services, require an approved DD Form 368 prior to accession into the ARNG. Applicants who are currently drilling members will forward a completed copy of the DD Form 368 and DD Form 4 to their former unit commander. Once enlistment has been completed, State Operations or MEPS GC will submit a suitability workflow, notifying the ASO. The ASO will notify the appropriate Service discharge authority to complete the discharge. DD Form 368 requests may be submitted to the addresses provided:

   (1) Navy. DD Form 368 may be submitted to pers-913_dd368@navy.mil. Questions may be directed to (800) 535-2699.

   (2) Marines. DD Form 368 may be submitted to mcrsa_ima@usmc.mil. Questions may be directed to (800) 255-5082.

   (3) Air Force. DD Form 368 may be faxed to (720) 871-3990 or 3991. Each fax must include a cover sheet. Questions may be directed to (800) 525-0102.

h. Administrative processing procedures for applicants enlisted from this chapter depend on the availability of an applicant’s iPERMS record to the RRNCO and the ARNG for accession data. USAR TPU Soldiers applying for enlistment in the ARNG will adhere to the following:

   (1) The RRNCO must request a conditional release from the applicant’s USAR TPU.

   (2) The CAR is the approval authority for conditional release request for USAR TPU members appointed or enlisted in the ARNG. The CAR may further delegate this authority to MSC/GOCOM commanders, promotable COLs in GO positions.

   (3) Enlistment packets will be assembled and distributed per this chapter.

   (4) New DD Form 1966 series is not required for enlistment processing if the Army Reserve was granted access to the applicant’s Army Military Human Resource Record (AMHRR), or the Army Reserve has provided copies of the required documents. The DD Form 1966 series will be updated by completing a new copy of page one.

   (5) When the RRNCO has access to the applicant’s iPERMS, reproduce copies of all document applicable to enlistment, and prepare new documents as required by AR 601-210.

   (6) RRNCO will prepare the applicant for MEPS/MTF processing or enlistment. The DD Form 368 must be completed prior to enlistment.

   (7) After enlistment has been completed, forward the required documents as outlined above.

Note. Applicants who fail to accomplish the enlistment remain members of the Army Reserve. Use DD Form 368 to obtain a conditional release and specify purpose is to complete a discharge from the Army Reserve to enlist in the ARNG. This is not a transfer action. RRNCOs must request access to the applicant’s iPERMS record via HRC at https://www.hrcapps.army.mil/portal/

3-22. Determination of enlistment and assignment eligibility

Table 4-2 provides guidance to determine enlistment eligibility for discharge narratives that are acceptable for enlistment and those that are disqualifying. Table 4-2 applies to PS and GNPS applicants.
Chapter 4
Enlistment waiver and suitability processing

Section I
General

4-1. Purpose
Waivers for enlistment require that a meritorious case exists to warrant an exception to the standards established in AR 601-210 and this policy. The ARNG will adhere to waiver requirements as outlined in AR 601-210 and this policy as it pertains to non-waiverable conduct, administrative, or medical disqualifications except in cases where the ARNG imposes a more constraining requirement.

   a. Conduct waiver and suitability processing procedures are aimed at identifying and screening applicants who could present disciplinary problems. Misconduct offenses pose serious questions as to an applicant’s fitness for service, as do an excessive number of minor traffic or non-traffic offenses. Excessive number of offenses will be determined by the approval authority. Such applicants are likely to become serious disciplinary problems and could divert resources from the performance of military missions. Commanders are charged with the responsibility of recommending or approving waivers only for applicants, who to the satisfaction of the commander concerned, have been rehabilitated; are good risks from a conduct standpoint; and possess a documented, meritorious waiver request.

   b. Administrative waivers for NPS and PS applicants that have administrative disqualifications (for example, re-entry eligibility (RE) code, dependency, etc.) as outlined in AR 601-210 are considered as an exception for persons not qualified for enlistment but seem to have significant potential for productive service.

   Note. Any applicant with an SPD code, RE code, or Narrative Reason requiring a waiver not otherwise covered by Table 4-2 of this publication or AR 601-210, para 4-13 may not process until 90-days has elapsed from separation date.

   c. Medical waivers are granted when a defect is considered disqualifying under the standards established in AR 40-501 and DoDI 6130.03. The objective is to procure and retain personnel who are physically fit and emotionally adapted to the conditions of military service.

   d. Waivers approved by other branches of service (Air Force, Navy, Marine Corps, and Coast Guard) are not authorized for enlistment into the ARNG.

4-2. Responsibilities
   a. Director of Army National Guard (DARNG) is the approval authority for NGB waivers submitted.

   b. Army National Guard Strength Maintenance Division, ARNG-HRR, is responsible for processing waivers for exceptionally meritorious individuals for those disqualifications as outlined in AR 601-210. Questions pertaining to waivers which include regulatory clarification and exceptions to process waivers will be addressed only to the NGB waivers section, ARNG-HRR-O.

   c. Recruiting and Retention Battalions within each State or Territory are responsible for processing waivers for exceptionally meritorious individuals for those disqualifications listed in AR 601-210.

4-3. General Rules
   a. The waiver packet must be completed using the system of record. Prior to the submission of a waiver, the applicant packet must have (1) passing e-validation, (2) generated SF86, (3) all source documents uploaded, and (4) additional documents needed to process the waiver type.

   b. Waivers that require processing from both the State and NGB will be processed at the State prior to being submitted to NGB.

   c. Waivers will be processed electronically using ARISS at both State and NGB level. State Operations will utilize ARISS for conduct and administrative waivers.

   d. Medical waivers will be processed using the Medical Action Tracking System (MATS).

4-4. Approval authority
   a. Recruiters do not have the authority to disapprove a waiver request or refuse to forward the request to the approval authority. For enlistment purposes, enlistment waiver authorities are established by the DARNG and TAG.

   (1) DARNG further delegates waiver authority for selected conduct and administrative disqualifications to TAGs in individual States or Territories. DARNG is the approval authority for medical waivers, who may delegate this waiver authority to the ARNG-CS, Service Medical Waiver Review
Authority (SMWRA) for medical disqualifications and medical reenlistment code separations. Medical waiver authority may not be delegated any further. Waiver authority for conduct and administrative waivers at NGB level is delegated to the Chief, Strength Maintenance Division, ARNG-HRR.

(2) TAG may further delegate waiver authority to the rank or position greater than or equal to the Military Personnel Officer (MILPO).

b. Commanders at any level may disapprove conduct and administrative waivers for applicants not meeting the prescribed standards. The RRSC reviews the waiver request via LZ and may either recommend approval or disapproval, and forward the workflow.

c. Approval authorities are required to review the waiver request and all documentation on an individual basis and determine if meritorious conditions exist prior to approving, disapproving, or forwarding recommendations to higher headquarters. When a waiver is disapproved below DARNG, there is no requirement to forward to the approval authority.

4-5. Validity period

a. Unless otherwise noted on the waiver cover sheet or within the document, administrative and conduct waivers are valid for six months from the approval date, unless a change in status occurs. Applicants who acquire additional offenses or disqualifications after waiver approval must submit an additional waiver for reconsideration before enlistment. Applicants who received a conduct waiver for enlistment into any component and were subsequently discharged prior to shipping must process a new waiver prior to enlisting.

b. Medical waivers remain valid for the duration of the physical examination, not to exceed 24 months from the date of exam as annotated on the DD Form 2808.

c. Disapproved conduct or administrative waivers will not be considered until at least six months from the date of disapproval, or when additional documentation has been submitted. Disapproved medical waivers cannot be resubmitted unless a change in medical status occurs.

d. No member of the RRB has the authority to preclude an applicant who is otherwise qualified for enlistment as outlined in AR 601-210 from requesting a waiver.

e. All applicants must have a completed HRR Form 369 prior to being scheduled for enlistment. Applicants who do not meet this requirement will require suitability review. See appendix D for LiveScan Procedures.

f. New police checks are required if new arrests or charges occurred since previous checks were conducted. Forms collected by other services will not be accepted.

g. Court documents will be obtained for charges and convictions that require a waiver or suitability review. USAREC Form 601-210.02 may be used to obtain information from probation and parole officers. Forms collected by other services will not be accepted.

4-6. Urgent medical waivers

Urgent medical waivers are considered on a case-by-case basis. Justification for the necessity of urgency must be included in the request. Complicated medical cases such as multiple disqualifications or behavioral health diagnosis are not considered for urgency. Simple cases such as penicillin allergies or astigmatism can be justified for this process (but not guaranteed). Urgent medical waivers will be initiated by the MEPS GC or State Operations using MATS. Once the waiver has been initiated in MATS, the RRC, RRB CSM/SGM or RRB XO must contact the Service Medical Waiver Review Authority. Justification must be stated in email and requested with enough time to process through SMWRA by 1400EST.

Section II
Waiver Procedures

4-7. Routing of waiver requests

a. Conduct and administrative waiver requests will be initiated by the RRNCO in the ARISS Recruiter Zone (RZ) application and forwarded to the RRSC. RRSC will review waiver request and make recommendations, using LZ, to the State recruiting operations office for review. State operations will review waiver requests and if recommending approval, send a workflow through designated waiver authority. Disapproved waivers will not be forwarded. See appendix E for DMPM processing.

b. Completed waivers will include a memorandum, which will be uploaded into the applicant’s electronic record. Final approval will be loaded as “Waiver Cover Letter”.
c. Waiver requests that contain two different disqualifications will be processed through all necessary subordinate commanders prior to reaching the final approving authority.

   (1) Applicants requiring four or more TAG level waivers are ineligible for enlistment.
   (2) Applicants requiring two or more NGB level waivers (excluding medical) are ineligible for enlistment.
   (3) Applicants requiring three or more TAG level waivers combined with two or more NGB level waivers (excluding medical) are ineligible for enlistment.
   (4) Applicants who require one NGB and one DMPM level waiver are ineligible for enlistment.

4-8. Conduct waiver procedures

a. Waiver requests received at the RRB will be reviewed by State Operations for accuracy and completeness prior to forwarding the request to the approving authority. Applicants who have open or pending charges will not be processed. See appendix E for DMPM processing.

b. NGB and higher waiver requests must include RRC and TAG endorsement in memorandum format.

c. RRC will interview all applicants requiring a serious misconduct and major misconduct waiver. This requirement may be delegated to the company commander, O-3 or above.

d. Applicants requiring conduct waivers of any type must submit a hand written statement. The statement will be uploaded into the applicant electronic record under “Applicant Statement”.

e. Requests processed by TAG will have the approval memorandum uploaded into the applicant electronic record under “Waiver Cover Letter”. The State operations will approve or disapprove the workflow upon receipt. For waivers requiring approval from NGB, the memorandum requesting waiver will be uploaded into the applicant’s electronic record under “Memorandum requesting waiver” (role- BN Commander) and forwarded to NGB for final determination.

f. For applicants processing under 09S enlistment options, see paragraph 9-10.

g. The processing of PS applicants with law violations that occurred prior to honorable service is outlined in AR 601-210 paragraph 4-24. Charges that are not considered to be current must be listed accordingly.

h. All conduct waiver requests are subject to mandatory waiting periods after confinement as outlined in AR 601-210 paragraph 4-32.

i. Livescan results must be present prior to submission of the conduct waiver.

4-9. Administrative waiver procedures

a. Waiver requests received at the RRB will be thoroughly reviewed by the State Operations prior to submitting the waiver to TAG for recommendation or approval. Approval authority may be delegated to MILPO. See appendix E for DMPM processing.

b. NGB and higher waiver requests must include RRC and TAG endorsement in memorandum format.

c. Dependency waivers require the following forms and documents for processing-

   (1) DD Form 214/215 or NGB Form 22/22a, covering all periods of service. (PS only)
   (2) Memorandum requesting waiver, Figure 1 or Figure 2.
   (3) DA Form 3072-2 (Applicant’s Monthly Financial Statement).
   (4) SF86 (Questionnaire for National Security)
   (5) Divorce Decree (if applicable)
   (6) Family Care Plan. Additional documents, listed below are required for single parents and dual military households.

   (a) DA Form 5304 (Family Care Plan Counseling Checklist).
   (b) DA Form 5305 (Family Care Plan). Must be approved by the commander where applicant will be assigned.
   (c) DA Form 5841 (Power of Attorney).
   (d) DA Form 5840 (Certificate of Acceptance as Guardian or Escort).
   (e) DA Form 7666 (Parental Consent) (if applicable)

d. An applicant who has law violations and requires an administrative waiver will submit a hand written statement that includes a detailed description of all offenses. The statement will be uploaded into the applicant electronic record under “Applicant Statement”.

e. PS administrative qualifications will be based on the applicant’s last periods of service. The applicant’s entire record will be considered toward the whole person concept. See appendix C.

f. All administrative waivers are submitted through ARISS.
4-10. Medical waiver procedures
a. A request for medical waiver will be submitted with required documents if the applicant is otherwise qualified. All medical waivers will be submitted through MATS. See appendix E for DMPM processing.

b. The ARNG will not accept a medical waiver from any service other than Army components. Waivers from other Army components will be reviewed.

c. When processing a medical waiver-
   (1) Requests for all medical waivers will be submitted by the MEPS GC for NPS medical waivers and waivers for PS disqualified during MEPS physical examination (PE). When the MEPS GC receives notification that the applicant is disqualified, they will initiate the medical waiver workflow.
   (2) A PS or GNPS applicant who has been discharged from any component of the Armed Forces for the following reasons requires a medical waiver regardless of PE results at the MEPS (complete discharge packet required):
      (a) Disability (Temporary, permanent, aggravation, severance pay, not in line of duty).
      (b) Disability (Existed prior to service (EPS), Physical Evaluation Board).
      (c) Failure to meet medical procurement standards (excludes drug abuse).
      (d) Medically unfit for retention.
      (e) Physical condition (Physical condition not a disability).
      (f) Personality disorder (includes character or behavior disorder).
      (g) Any separation or discharge resulting from a medical condition with an associated RE-3 code or its equivalent.
   (3) The ARNG Office of the Chief Surgeon (ARNG-CS) is the review authority. DMPM is the approval authority. As outlined in AR 40-501 paragraph 7-8e, the ARNG-CS has the authority to revise the physical profile for approved medical waivers of applicants processing for enlistment into the ARNG. Any change made by the SMWRA to the physical profile of an approved medical waiver is valid for enlistment.
   (4) The SMWRA will stamp the applicant’s physical profile, indicating the new physical profile on the workflow.

d. Physical Testing. A State or Territory may choose to test an applicant pre-accession or while not in a paid status. ARNG recommends the State use a Hold Harmless statement or another consent form that has been reviewed by State JAG.

e. Medical waivers require the following forms and documents for processing-
   (1) Applicant’s current MEPS PE.
   (2) DD Form 214/215 (if applicable).
   (3) USMEPCOM PCN 680-3ADP Form, with test results. REDD report is authorized for PS.
   (4) All reports of separation, discharge, or release from any component of the U.S. Armed Forces, if applicable.
   (5) Medical records (current drilling members in ARNG or USAR).
   (6) PS applicants when separated for medical reasons-
      (a) DA Form 4707 (Entrance Physical Standards Board Proceedings), or
      (b) DA Form 3947 (Medical Evaluation Board Proceedings), or
      (c) DA Form 199 (Physical Evaluation Board (PEB) Proceedings)
   (7) Evidence the disqualifying condition no longer exists or justification for the waiver.

f. Waivers submitted for failure to meet weight standards will not be approved.

h. Conditions unlikely for waiver except in rare circumstances:
   (1) Inflammatory bowel disease (ulcerative colitis, Crohn’s disease, toxic megacolon, and other non-specified inflammatory noninfectious colitis).
   (2) Neurofibromatosis or Von Recklinghausen syndrome.
   (3) Keratoconus.
   (4) Glaucoma.
   (5) Lattice degeneration (may be considered with successful laser repair).
   (6) Duane’s syndrome/exotropia when bilateral.
   (7) Herpes disconfirm keratitis.
   (8) Organ transplant recipients on immunosuppressant.
   (9) Repeat orthopedic surgeries on same joint.
   (10) Post-adolescent asthma.
   (11) ADHD on medication after age of 14 or with comorbid diagnoses.
   (12) Human Immunodeficiency Virus (HIV).
   (13) Anaphylaxis: peanut, sting, latex, aminoglycoside or 3rd gen cephalosporin, any epi-pen.
(14) Dysplastic nevus syndrome.
(15) Diabetes mellitus.
(16) Most cancers unless cleared by oncologist and at least 5 years since last treatment.
(17) Epilepsy; may apply if off all medications and no seizures for past 5 years and negative EEG done by a Neurologist.
(18) Self-mutilation as a means of emotional coping.
(19) Suicide attempt/gesture; any overdose on medication whether prescription or over-the-counter.
(20) Mood disorders.
(21) Major Depressive Disorder.
(22) Bipolar disorder.
(23) Drug/alcohol dependence (recurrent or less than 12 months in sustained remission).
(24) Score of 4 in the PULHES.

4-11. Pre-accession drug and alcohol waivers (BAT/DAT)

a. Applicants who are confirmed positive for the presence of drugs or alcohol at time of physical examination are not eligible for enlistment into the ARNG. PS applicants who test positive at MEPS for any drug use will not be considered for a waiver.

b. Enlistees who are confirmed positive for the presence of drugs or alcohol at time of physical examination at MEPS will be processed for separation as outlined in AR 135-178.

c. Waivers may be considered as prescribed in Table 4-1 and Table 4-2.

4-12. Counseling of applicants

a. To prevent frustration and confusion on the part of both the recruiter and the applicant, care should be taken in counseling applicants on waivers. For this purpose, all personnel will become completely familiar with the contents of appendix C.

b. Recruiters will explain to applicants that their application for waiver of disqualification was not favorably considered. However, under no circumstances will the recruiter disclose the name, organization, or telephone number of the final disposition authority. In processing PS waivers, the individual should be advised that the denial of the waiver was after a thorough evaluation of their PS records in conjunction with their current waiver request. Only those documents which belong to the applicant will be returned. State Ops personnel will not return waiver memorandums or copies thereof to the field force. The correspondence pertaining to the approvals or disapprovals of waivers will be filed and maintained at TAG level only.

4-13. Extremist Affiliation

Use the procedures below to determine eligibility when suspected affiliation is reported, by visual sighting or annotation on any enlistment document, through tattoos, behavior, verbal or written communication, appearance, or gestures that an individual is or may be involved with an extremist organization, group, or gang. Enlistment documents include, but are not limited to, police reports, court documents, or school incidents.

a. Commanders must ensure from a series of direct and indirect questions that the applicant is in fact given a fair assessment and determination without personal bias or a predetermined outcome.

b. A person who admits to or is determined to have been associated with, or a member of a gang linked to criminal activity, or an extremist group or organization will be interviewed concerning their involvement. When interviewing applicants, the whole person concept will be applied. Criminal background, commander interview, and a potential for meeting Army standards must be reviewed and considered.

c. Applicants who are in fact members of any extremist organization or member of a gang associated with criminal activity does not meet the standard for enlistment. No waiver authorized.
### Table 4-1
Waiver authority for law violations/criminal offenses

<table>
<thead>
<tr>
<th>Line</th>
<th>Classification of Offenses</th>
<th>Number of Offenses</th>
<th>Waiver Authorized</th>
<th>Waiver Authority</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Traffic Offenses (Level 100)</td>
<td>1 or more</td>
<td>Not required</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>2.</td>
<td>Minor Non-Traffic Offenses (Level 200)</td>
<td>5 or more</td>
<td>Yes</td>
<td>TAG</td>
<td>AR 601-210 Para 4-6</td>
</tr>
<tr>
<td>3.</td>
<td>Misconduct Offenses (Level 300)</td>
<td>Excludes Misconduct Offenses Listed as Serious Misconduct and Major Misconduct Offenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a.</td>
<td>DUI (309)</td>
<td>1</td>
<td>Yes</td>
<td>TAG</td>
<td>AR 601-210 Para 4-6</td>
</tr>
<tr>
<td>b.</td>
<td>DUI (309)</td>
<td>2</td>
<td>Yes</td>
<td>NGB</td>
<td>AR 601-210 Para 4-7</td>
</tr>
<tr>
<td>c.</td>
<td>Any Misconduct Offense</td>
<td>2 to 5</td>
<td>Yes</td>
<td>TAG</td>
<td>AR 601-210 Para 4-6</td>
</tr>
<tr>
<td>d.</td>
<td>Any Misconduct Offense</td>
<td>6 or more</td>
<td>No</td>
<td>N/A</td>
<td>AR 601-210 Para 4-22</td>
</tr>
</tbody>
</table>

*Any Misconduct Offense that resulted in confinement or fine of $500 or more, the Waiver Authority is DMPM, except 3a.*

4. Combination of Minor Non-Traffic (Level 200) and Misconduct Offenses (Level 300)

| a.   | 4 Minor Non-Traffic and 1 Misconduct Level 200 | 4 Level 200 and | Yes | TAG | AR 601-210 Para 4-6 |
| b.   | Combination of lines 3 or 4 where the 300 level offense results in confinement | N/A             | Yes | DMPM | Army Directive 2018-12 |
| c.   | Combination of lines 3 or 4 where the 300 level offense results in fine of $500 or more | N/A             | Yes | DMPM | Army Directive 2018-12 |

*Any Misconduct Offense that resulted in confinement or fine of $500 or more, the Waiver Authority is DMPM, except 3a.*

5. Serious Misconduct and Major Misconduct Offenses

| a.   | Serious Misconduct (any level 300 in AD 2018-12, Table 4-4) | 1 to 5 | Yes | DMPM | Army Directive 2018-12 |
| b.   | Major Misconduct (any level 400 listed in AD 2018-12 Table 4-4) | 1      | Yes | DMPM | Army Directive 2018-12 |

6. DAT Positive at MEPS

| a.   | DAT Positive at MEPS | 1      | Yes | DMPM | Army Directive 2018-12 |

**NOTE:** See appendix E for DMPM waiver processing.
### Table 4-1
Waiver authority for law violations/criminal offenses (cont.)

**NOTES:**

1. **DOMESTIC VIOLENCE OFFENSE(S):**

   Domestic battery/violence offenses include but are not limited to: Charge(s) of assault, simple assault, harassment, assault and battery, battery, assault with the intent to commit bodily harm, assault on a person, abuse, domestic violence or any offense that involves the use or attempted use of physical force, or threatened use of a deadly weapon by an applicant against their parent, step-parent, sister, or brother, spouse, child; by a person with whom the victim shares a child in common; by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian; or by a person who was similarly situated to a spouse, parent, or guardian of the victim. Persons who are similarly situated to a spouse include two persons who are residing at the same location in an intimate, relationship with the intent to make that place their home regardless of disposition.

2. All applicants who have been charged with any offense of Domestic Violence require verification from court or County Sheriff stating whether there was a Protective Order issued. If there was, the verification must include the termination date of the order. Applicants may not enlist with an active Protective Order that prohibits their movement or their right to bear arms.

3. Enlistment of applicants with a qualifying conviction for Domestic violence under the Lautenberg Amendment is prohibited. No waivers authorized.

4. **DUI Offenses:** A DUI waiver is required for any applicant who received an underage drinking and driving, wet and reckless, zero tolerance and/or refusal to take breathalyzer or similar offenses. No waiver is authorized for applicants with three or more separate DUI offenses.

5. Weapon on school grounds include offenses where the school issued punishment and no police/courts were involved.

6. **Live Scan Results** must be present prior to the submission of a conduct waiver.
# Table 4-2
## PS/GNPS Military Separations/Discharges

<table>
<thead>
<tr>
<th>LINE</th>
<th>NARRATIVE REASON FOR SEPARATION</th>
<th>WAIVER AUTHORITY</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Alcohol Rehabilitation Failure *</td>
<td>Non-Waivable AR 601-210 Para 4-23</td>
<td>6</td>
</tr>
<tr>
<td>2.</td>
<td>Alcoholism/Alcohol Abuse *</td>
<td>Non-Waivable AR 601-210 Para 4-23</td>
<td>6</td>
</tr>
<tr>
<td>3.</td>
<td>Attend School (includes police school and Officer Training Program)</td>
<td>AR 601-210 Para 3-22</td>
<td>1</td>
</tr>
<tr>
<td>4.</td>
<td>Completion of Required Active Service (includes: Expiration of Active Service, Expiration Term of Service LBK, MBK, KBK, JBK, ETC, CE, or any code indicating ETS) see note for RE-3</td>
<td>AR 601-210 Para 3-23</td>
<td>1, 17</td>
</tr>
<tr>
<td>5.</td>
<td>Conscientious Objector</td>
<td>Non-Waivable AR 601-210 Para 4-23</td>
<td>6</td>
</tr>
<tr>
<td>6.</td>
<td>Convenience of the Government</td>
<td>ARNG-HRR</td>
<td>3, 12</td>
</tr>
<tr>
<td>7.</td>
<td>Court Martial *</td>
<td>Non-Waivable</td>
<td>6</td>
</tr>
<tr>
<td>8.</td>
<td>Defective Enlistment Agreement</td>
<td>TAG AR 601-210 Para 4-13</td>
<td>2</td>
</tr>
<tr>
<td>9.</td>
<td>Dependency</td>
<td>TAG AR 601-210 Para 4-13</td>
<td>7, 8</td>
</tr>
<tr>
<td>10.</td>
<td>Desertion /Dropped from Roll*</td>
<td>Non-Waivable AR 601-210 Para 4-23</td>
<td>6</td>
</tr>
<tr>
<td>11.</td>
<td>Disability (Temporary, Permanent, Aggravation, Severance Pay, Not in Line of Duty)</td>
<td>DMPM</td>
<td>9, 12</td>
</tr>
<tr>
<td>12.</td>
<td>Disability (Existed Prior to Service, Physical Evaluation Board)</td>
<td>DMPM</td>
<td>9, 12</td>
</tr>
<tr>
<td>13.</td>
<td>Drug abuse (includes RSP Soldiers &amp; applicants who were flagged at the time of discharge and/or Barred from reenlistment because of)</td>
<td>Non-Waivable AR 601-210 Para 4-23</td>
<td>6</td>
</tr>
<tr>
<td>14.</td>
<td>Drug Rehabilitation Failure *</td>
<td>Non-Waivable AR 601-210 Para 4-23</td>
<td>6</td>
</tr>
<tr>
<td>15.</td>
<td>MEPS DAT see table 1</td>
<td>DMPM</td>
<td>15, 12</td>
</tr>
<tr>
<td>16.</td>
<td>a. Entry level Separation</td>
<td>ARNG-HRR</td>
<td>3, 9, 12, 16</td>
</tr>
<tr>
<td></td>
<td>b. Entry level performance and conduct</td>
<td></td>
<td>3, 9, 12</td>
</tr>
<tr>
<td>17.</td>
<td>Early Release - Discontinuance of Active Duty (includes: Holiday Early Release Program)</td>
<td>AR 601-210 Para 3-22</td>
<td>1</td>
</tr>
<tr>
<td>18.</td>
<td>Early Release - Insufficient Retainability, Special Separation Benefit, or Voluntary Separation Incentives</td>
<td>AR 601-210 Para 3-22</td>
<td>1</td>
</tr>
<tr>
<td>19.</td>
<td>Early Release - Seasonal Employment and Incompatible Occupation</td>
<td>TAG</td>
<td>7</td>
</tr>
<tr>
<td>20.</td>
<td>Erroneous Entry</td>
<td>ARNG-HRR</td>
<td>2, 9, 12</td>
</tr>
<tr>
<td>21.</td>
<td>Failure to Complete IADT within 24 months (if never shipped to any AD then only a suitability is required)</td>
<td>ARNG-HRR</td>
<td>3, 9, 12, 16</td>
</tr>
<tr>
<td>22.</td>
<td>Failure to meet medical procurement standards (excludes for Drug Abuse, See Line 13)</td>
<td>DMPM</td>
<td>9, 12</td>
</tr>
<tr>
<td>23.</td>
<td>Failure to Report to Gaining State upon Interstate Transfer (includes: IRR no-show)</td>
<td>TAG</td>
<td>2</td>
</tr>
<tr>
<td>24.</td>
<td>Failure to Report to IADT *</td>
<td>AR 601-210 para 3-21</td>
<td>1, 2, 12, 16</td>
</tr>
<tr>
<td>25.</td>
<td>Fraudulent Entry *</td>
<td>ARNG-HRR</td>
<td>3, 9, 12</td>
</tr>
<tr>
<td>26.</td>
<td>Hardship (including discharges for unreasonable commuting distance)</td>
<td>TAG AR 601-210 Para 4-13</td>
<td>2,7</td>
</tr>
<tr>
<td>27.</td>
<td>Homosexuality</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>28.</td>
<td>In Lieu of Trial by Court Martial * (includes: For the Good of the Service)</td>
<td>ARNG-HRR AR 601-210 Para 4-13</td>
<td>5, 9, 12</td>
</tr>
<tr>
<td>29.</td>
<td>Marriage</td>
<td>TAG</td>
<td>7, 8</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Medically Unfit for Retention</td>
<td>DMPM</td>
<td>9, 12</td>
</tr>
<tr>
<td>31</td>
<td>Misconduct (Any Type) to include Patterns of Misconduct <em>(excludes separation for Drug Abuse, See Line 13)</em></td>
<td>DMPM</td>
<td>5, 9, 12, 13</td>
</tr>
<tr>
<td>32</td>
<td>Non-Retention on Active Duty (RE-3)</td>
<td>---</td>
<td>2, 9, 12</td>
</tr>
<tr>
<td>33</td>
<td>Non-Retention on Active Duty (RE-1)</td>
<td>---</td>
<td>1</td>
</tr>
<tr>
<td>34</td>
<td>Non-Selection, permanent promotion (officer two time non-select)</td>
<td>ARNG-HRR</td>
<td>2, 9, 12</td>
</tr>
<tr>
<td>35</td>
<td>Parenthood</td>
<td>TAG AR 601-210 Para 4-13</td>
<td>7, 8</td>
</tr>
<tr>
<td>36</td>
<td>Physical Condition (includes: Physical Condition not a Disability)</td>
<td>DMPM</td>
<td>9, 12</td>
</tr>
<tr>
<td>37</td>
<td>Physical Standards</td>
<td>ARNG-HRR</td>
<td>12</td>
</tr>
<tr>
<td>38</td>
<td>Pregnancy (Childbirth)</td>
<td>TAG AR 601-210 Para 4-23</td>
<td>8</td>
</tr>
<tr>
<td>39</td>
<td>Personality Disorder (includes: Character, Adjustment, or Behavior Disorder)</td>
<td>DMPM</td>
<td>5, 9, 12</td>
</tr>
<tr>
<td>40</td>
<td>Reduction in Force (includes Reduction in Authorized Strength) SPD Code JCC only, KCC, LCC and MCC no waiver required.</td>
<td>TAG AR 601-210 Para 4-13</td>
<td>2</td>
</tr>
<tr>
<td>41</td>
<td>Retirement, Active Duty (Voluntary, Sufficient Service)</td>
<td>Non-Waivable AR 601-210 Para 4-23</td>
<td>6</td>
</tr>
<tr>
<td>42</td>
<td>Retirement, Reserve Component</td>
<td>ARNG-HRR</td>
<td>12</td>
</tr>
<tr>
<td>43</td>
<td>Secretarial Authority</td>
<td>---</td>
<td>12</td>
</tr>
<tr>
<td>44</td>
<td>Sole Surviving Son or Daughter</td>
<td>TAG AR 601-210 Para 4-20</td>
<td>2</td>
</tr>
<tr>
<td>45</td>
<td>Unsatisfactory Participation (RC) <em>(applicant is in IRR)</em></td>
<td>TAG AR 601-210 Para 4-16</td>
<td>3</td>
</tr>
<tr>
<td>45</td>
<td>Unsatisfactory Participation (RC)* (applicant has been discharged)</td>
<td>TAG AR 601-210 Para 4-16</td>
<td>4</td>
</tr>
<tr>
<td>46</td>
<td>Unsatisfactory Performance</td>
<td>ARNG-HRR AR 601-210 Para 4-13</td>
<td>5, 9, 11, 12</td>
</tr>
<tr>
<td>47</td>
<td>Unsuitability *</td>
<td>ARNG-HRR AR 601-210 Para 4-13</td>
<td>5, 9, 11, 12</td>
</tr>
<tr>
<td>48</td>
<td>Weight-Control Failure</td>
<td>TAG AR 601-210 Para 4-13</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>DISQUALIFYING CHARACTERS OF SERVICE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>49</td>
<td>General under honorable conditions for reasons not covered above</td>
<td>ARNG-HRR AR 601-210 Para 4-13</td>
<td>5, 9, 11, 12</td>
</tr>
<tr>
<td>50</td>
<td>Other Than Honorable, Bad Conduct, or Dishonorable Character of Service or who were discharged as a result of a Qualitative Management Program (i.e. QRB/SRB)</td>
<td>Non-Waivable AR 601-210 Para 4-23</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>AWOL (Absent without leave or lost time)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>51</td>
<td>5 days or less</td>
<td>TAG AR 601-210 Para 4-14</td>
<td>4</td>
</tr>
<tr>
<td>52</td>
<td>6 - 30 days</td>
<td>ARNG-HRR AR 601-210 Para 4-14</td>
<td>5, 12</td>
</tr>
<tr>
<td>53</td>
<td>31 or more days (consecutive)</td>
<td>Non-Waivable AR 601-210 Para 4-23</td>
<td>6</td>
</tr>
</tbody>
</table>
DISQUALIFYING REENTRY CODES (Table 3-1 thru Table 3-4, AR 601-210)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>54.</td>
<td>Any RE Codes requiring a waiver not otherwise covered may not process until 90-days have elapsed from separation date. Approval authority is ARNG-HRR (AR 601-210, para 4-13)</td>
<td></td>
</tr>
</tbody>
</table>

OFFICER DISCHARGES OR SEPARATIONS

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>55.</td>
<td>Hardship</td>
<td>TAG 2, 7</td>
</tr>
<tr>
<td>56.</td>
<td>Failure to complete military education course</td>
<td>ARNG-HRR 9, 12</td>
</tr>
</tbody>
</table>

NOTES:
1. Eligible for enlistment.
2. No waiting period is required to process a waiver.
3. Six (6) month waiting requirement from date of discharge/separation from military service.
4. Twelve (12) month waiting requirement from date of discharge/separation from military service.
5. Twenty Four (24) month waiting requirement from date of discharge/separation from military service.
6. Ineligible for enlistment - no waiver authorized.
7. Applicant must provide evidence that hardship or conflict was resolved or no longer exists.
8. Applicant may require an approved Family Care Plan (FCP) prior to submission of the waiver if they are a single parent or if their spouse is a member of the Armed Services (active or reserve).
9. Must submit a discharge packet validating Separation Program Designator (SPD), to include all board procedures.
10. See current SMOM / DA Memo Operational Messages for suspensions (See para 3-1e)
11. The following SPD codes do not require a waiver: BRA/JRA, BRB/JRB, BRC/JRC.
12. Suitability review required
13. All applicants who have EVER received any Misconduct discharge must have a suitability review by NGB, ARNG-ASO.
14. All waiver authorities and waiting periods listed in this table supersede those listed in AR 601-210.
15. Pre accession DAT discharges may be considered 90 days after date of discharge. Positive urinalysis from a Unit/TPU is not eligible for waiver consideration.
16. Waiver not required if applicant was enlisted into the reserve component and never shipped to IADT.
17. Completion of required active service with RE-3 is fully eligible to enlist. NGB 22s that annotate Soldier was flagged for APFT or Weight Control failure can be waived by the TAG.
18. UCMJ actions that involve drugs or SHARP related charges must have an ASO suitability review.

"*" = Unfavorable Separation/Discharge
"---" = Enlistment waiver is not needed

Section III
Suitability Review

4-14. Suitability
ARNG will adhere to the requirements for a suitability review as outlined in AR 601-210, paragraphs 4-2, 4-7, and all other references pertaining to suitability. All GNPS, DOS and PS applicants require a suitability review prior to processing for enlistment.

a. ARNG Accessions Suitability Office (ASO) is the final determination authority for suitability issues in the ARNG to include the following:
   1. Domestic violence/domestic crimes: If an applicant is originally charged with any type of domestic violence/domestic crime (as defined in table 4-1), regardless of final disposition, requires a suitability review by the ASO.
(2) Sex crimes (any offense of a sexual nature): If an applicant has been originally charged with any type of sex crime, regardless of its final disposition, their application requires a suitability review by the ASO.

(3) Adult/juvenile felony charge(s) under the local law and any offense(s) listed as major misconduct or serious misconduct, regardless of the final disposition.

(4) Any charges listed in Table 4-3.
   b. The ASO does not approve or disapprove waivers, but will recommend follow-on actions to be conducted to clarify any deficiencies.
   c. A suitability review will be processed via GCRc workflow exceptions with subsequent recommendation by the State waiver liaison recommending approval. All suitability reviews will be submitted through ARISS.
   d. The required documentation for the submission of suitability reviews, include but are not limited to-
      (1) completed/updated Security Clearance Application (SF 86) - must pass validation
      (2) all police reports
      (3) court documents
      (4) probation reports
      (5) DD Form 369
      (6) hand written detailed applicant statements for all offenses (except traffic),
      (7) NGB Form 905, Suitability and Waiver checklist, listing all offenses (including traffic) regardless of disposition.
   e. The whole person concept will be applied in determining the applicant’s qualification for enlistment.
   f. Applicants who do not have a completed HRR Form 369 prior to arriving at the MEPS will require suitability review before being enlisted.
   g. Additional processing requirements can be found in paragraph 5-32 of this publication.

### Table 4-3
**Suitability Review Authority**

<table>
<thead>
<tr>
<th>1. RRB BN Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Combination of 4x(200) or more &amp; 1x(300)</td>
</tr>
<tr>
<td>b. Misconduct (300)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Accession Suitability Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Any misconduct offense requiring DMPM waiver</td>
</tr>
<tr>
<td>b. Serious Misconduct and Major Misconduct</td>
</tr>
<tr>
<td>c. Domestic Violence offense</td>
</tr>
<tr>
<td>d. Criminal offense of a sexual nature</td>
</tr>
<tr>
<td>e. Any offense involving a weapon on school grounds</td>
</tr>
</tbody>
</table>

**NOTE:** State Operations may process suitability review request if they have completed the State Suitability Managers Course conducted at Fort Knox.

### Section IV
*Retain Procedures*

#### 4-15. Post Enlistment Arrests
   a. Soldiers who incur offenses after enlistment but prior to shipping to IET must follow the following procedures. No Soldier will be allowed to ship to IET with; unpaid fines; pending court date; on probation (See AR 601-210, paragraph 4-36 for unsupervised probation exceptions); or unresolved charges.
      (1) Police checks must be obtained per AR 601-210 paragraph 2-11b(3). Court records are required showing all conditions have been met and the case has been closed. New police checks are required if
new arrest or convictions occurs after previous checks were conducted. The Soldier must provide original court documents from start to the end of court proceedings. All new law violations, regardless of disposition, must be reported to the Central Adjudication Facility by the State Security Manager by filing an incident report on the Joint Personnel Adjudication System or Defense Information System for Security website regardless of MOS.

(2) Soldiers with new traffic and minor-non traffic (100 and 200 level) offenses may be approved by the State Operations to ship. Approval must be processed through GCRc. A retain workflow will be initiated and approved/disapproved by the operations section, no TAG memorandum required. State Operations will complete the workflow and validate all required documents are present in ERM, the law violations are closed with the court and that the Soldier still meets the MOS qualifications as outlined in DA PAM 611-21.

(3) Soldiers with new misconduct or major misconduct (300 and 400 level) offense(s), regardless of disposition, require an ASO retain exception. TAG memorandum is required stating the meritorious case to warrant an exception to allow Soldier to be retained. State Operations will verify the status of the case and documents are in ERM then forward the retain workflow to the ASO.

(4) Soldiers requiring training who have had law violations and no longer meet the enlistment eligibility as outlined in AR 601-210, Para 4-22 or MOS qualifications as outlined in DA PAM 611-21 will have their unit commander (or designated representative) notified by the RSP.

(5) If a retaining action is approved then renegotiation into a MOS for which the Soldier is qualified will only be performed with the Soldier present.

(6) Soldiers with an arrest involving alcohol, drug, sexual, domestic, weapon, and any 300 or 400 level offense regardless of disposition will inspect at MEPS to allow DD 2808 to be updated by the MEPS CMO.

b. The TAG memorandum will be uploaded in Memorandum ENTNAC Interview under Core Admin.

4-16. Concealed Offenses Revealed after Enlistment

a. Soldier who conceals an offense (other than traffic) that would have required a waiver, regardless of disposition, or conceals an UCMJ action (for example, SHARP violations), or enlisted with open or unpaid offense level 200 or higher, will be processed for discharge for fraudulent enlistment (FE). The REQUEST reservation must be canceled with cancellation code FE on the same day the rap sheet is received by MEPS GC. The Soldier must wait six months from the date of separation prior to submitting a request for a fraudulent enlistment waiver from ARNG-HRR along with any additional waivers required.

b. Soldiers who conceal an offense that would not have required a waiver, other than traffic, will submit a retain exception to the ASO. Enlistees in this section require a memorandum ENTNAC interview.

c. Soldiers who conceal traffic offenses will require an approved retain exception by the RRB operations. Does not require a retain exception from ASO and TAG memorandum is not required. The operations person completing the workflow will validate that documentation is present in ERM that the violation(s) is closed with the court and that the Soldier still meets the MOS qualifications as outlined in DA Pam 611-21.

d. The retain memorandum will include, but is not limited to, why the Soldier failed to disclose the law violation(s), documentation that a meritorious case exists to warrant an exception to the standards established in AR 601-210, and if there was any involvement by recruiting personnel to conceal the offense(s). If Recruiter or Guidance Counselor impropriety is suspected, TAG will initiate a Recruiting Impropriety (RI) investigation per NGR 601-1. All requests for retain exceptions will have police, court and probation records as outlined in AR 601-210 paragraph 2-11 and AOC chapter 5. The TAG memorandum will uploaded in Memorandum ENTNAC Interview under Core Admin.

e. Prior Service non-trainers will have their unit commander (or designated representative) notified of the fraudulent enlistment in writing by the MEPS GC or State Operations for procedures as outlined in AR 135-178, chapter 7. MEPS GC will upload the electronic correspondence in Memorandum ENTNAC Interview.

NOTE: The term Soldier reflects to those in the RSP, RFP, and Prior Service requiring Basic Training and/or Advance Individual Training.
Chapter 5
Processing Applicants

5-2. Police Check Procedures
   a. DD Form 369 will indicate the name the applicant is requesting to be enlisted as; as well as the name on their birth certificate, maiden name, and any other name the applicant is also known as. In situations where an applicant is known as Matt but his actual name is Matthew, Matt is not needed as also known as (also true with Tom, Tommy, Thomas; Jim, Jimmy, James, etc.). However, in cases where the name is not clearly derived from the originating name (such as Dick, Richard; Esteban, Stephen, etc.), all names will be listed prior to DD Form 369 being completed by the servicing agencies.
      (1) DD Form 369 must be signed by the applicant.
      (2) Computer generated and photocopies of DD Form 369 are acceptable.
   b. DD Form 369 from civilian agencies will complete section III, items 12 through 16, and must be original.
   c. Telephonic police checks are authorized by NCOIC, commissioned officers, company commanders, recruiting First Sergeants, guidance counselor, recruiting battalion operations personnel or equivalent contracted personnel assigned to the ARNG. The person obtaining telephonic police records check will sign written report on DD Form 369 blocks 14 through 16 and state in block 13 name & number of person from agency. Forwarding DD Form 369 to the Federal Bureau of Investigation, a foreign government, or foreign police agencies is not authorized.
   d. A police record check is not required from law enforcement agencies that charge a fee and/or require fingerprints for arrest and/or conviction information. When police record checks are not required as described above, the recruiter will reference information obtained in DD Form 369, section III, item 12. The recruiter will complete DD Form 369 as if it were going to be forward to the appropriate law enforcement agency.
   e. If a city or county does not have their own police agency and/or is covered by another agency, and/or arrest records are maintained by another agency, the RRNCO will have a statement written in block 12 of DD Form 369 explaining which agency has jurisdiction over that area. The RRNCO will complete blocks 14 through 16, and enter the city name in the agency block.
   f. If law enforcement agencies will not complete DD Form 369, but will allow recruiting personnel to view the records, the recruiter will complete and sign the DD Form 369. In so doing, the recruiter will include a comment to the effect that they have viewed the police records that relate to the alleged offense or offenses.
   g. DD Form 369s are for use with police/sheriff/trooper only, they are not be used for court record checks.
   h. The use of USAREC Police Agency List (PAL) is not authorized.
   i. The DD Form 369 is valid indefinitely unless new law violations have occurred after the DD Form 369 was run. For waiver purposes, the DD369 is valid for six months.

5-3. Prohibitions
   a. Female applicants will be enlisted and assigned in accordance with current ARNG-HRH operational messages. Under no circumstances will a female applicant be enlisted into previously closed positions without meeting the “Leader First” requirement and approved in writing by The Adjutant General.
   b. Transgender applicants will process for enlistment in accordance with current ARNG-HRH and ARNG-HRR operational messages. These applicants will be treated with dignity and respect.
   c. The maximum distance ARNG Soldiers may travel involuntarily between their residence and the IDT training site must be within-
      (1) A 50-miles radius of the IDT site. It will not exceed 1 and a half hours of travel time one-way by car under average traffic, weather, and road conditions.
      (2) A 100-miles radius of the IDT site. (This restriction is applicable to enlisted Soldiers only.) An alternative that can be applied when all of the conditions in paragraph 5-3b(2)(a) and (b) can be met. It will not exceed 3 hours of travel time one-way by car under average traffic, weather, and road conditions.
(a) The Soldiers must be assigned to units that normally conduct MUTAs on 2 consecutive days (MUTA-4).
(b) Government-provided meals and quarters must be furnished at the training site.
(c) The following statement will be placed in the remarks section of the DD Form 1966 when enlisted outside of the determined radius: "I understand that the unit into which I am enlisting is farther than the reasonable commuting distance as defined in AR 135-91, paragraph 5-5."

5-4. Court Check Procedures
   a. The USAREC Form 601-210.02 is used to obtain court dispositions only when original court documents are unavailable.
   b. USAREC Form 601-210.02 will be filled out by court or probation officials
   c. When a court will not complete USAREC Form 601-210.02, but will allow recruiting personnel to view the records, the recruiter will complete and sign the USAREC Form 601-210.02. In so doing, the recruiter will include a comment to the effect that they have viewed the court records that relate to the alleged offense or offenses.

5-5. Field enlistment
This method best utilizes systems and serves as a means to eliminate unnecessary transportation expenses.
   a. The PHA or IMR may be used for this enlistment process only. Applicants who must complete any portion of the enlistment process at the MEPS will not be processed under this paragraph. The only exception is when an applicant must complete incentive annexes at the MEPS.
   b. All PS applicants who meet "Field Enlistment" criteria will utilize the HRR Form 100 (Field Enlistment Checklist).
   c. Live Scan is required for field enlistment applicants.

5-11. Testing
   a. Special purpose tests are authorized for use by MEPS and are listed in DoD Manual 1145-02. Additional enlistment tests are authorized by MEPCOM Regulation 611-01.
   b. Enlistment and student testing has priority over special purpose testing.
   c. Tailored Adaptive Personality Assessment System (TAPAS).
TAPAS is a measure of personality characteristics (for example, achievement, sociability). TAPAS asks respondents to indicate their preference for various kinds of work activities and environments. TAPAS items consist of pairs of personality statements for which a respondent’s task is to choose the statement in each pair that is “more like me”. For example: “A job that requires me to teach others” or “A job that requires me to work outdoors.”
   (1) All applicants processing for enlistment through the MEPS are required to take the TAPAS regardless of their education Tier or ASVAB CAT. Applicants processing at a location which is not resourced to administer the TAPAS are not required to test. Applicants processing outside the continental United States (OCONUS), with the exception of Alaska, Hawaii, and Puerto Rico, are not required to take the TAPAS. This data is for collection purposes only and applicants are not required to pass this test.
   (2) The TAPAS results will be input into the Guidance Counselor Resource Center (GCRc). MEPS Guidance Counselors are required to scan the test results into the Electronic Records Management (ERM) under “Waiver/TAPAS Report”.
   (3) Tier 1 education applicants who were previously screened out via TAPAS are now eligible to process for enlistment.
   (4) CAT IV applicants enlisting under the Foreign Language Recruiting Initiative (FLRI) 09C enlistment option are eligible to enlist regardless of their TAPAS scores.
   (5) Prior Service. PS/GNPS applicants whose separation was for misconduct or other adverse reasons are required to take the TAPAS.
   (6) Validity. The TAPAS scores are valid for two years.
   d. AFQT Predictor Test (APT).
The APT is an un-proctored, online test recruiters can use to predict an applicant's full length AFQT score. The APT consists of 20 questions (4 Arithmetic Reasoning, 8 Word Knowledge, 3 Paragraph
Comprehension, and 5 Mathematics Knowledge), can be taken multiple times, and does not affect the applicant’s ability to take the PiCAT or the ASVAB.

1. APT Testing Procedures.
   (a) After review and explanation of the Privacy Act, recruiters will register applicants and provide them a unique access code. Site URL to register applicant is www.dmdc.osd.mil/icat-ar.
   Access codes are valid for 30 days. Once the code is used, the applicant has 48 hours to complete the test.
   (b) Applicants will following link in order to take the APT and use the code provided by the recruiter: www.dmdc.osd.mil/icat/apt.
   Recruiters can access their applicant's score in the "Authorization and Reporting" tab as soon as the applicant completes the APT.

2. Temporary Reservations with APT results.
   (a) Once an applicant has completed the APT and the Prescreen Score Report is available, the results of the report can be entered in the Test Score section of RZ. It is imperative that line scores are entered exactly as listed on the report. Once the scores have been entered they cannot be edited and will require deletion if an error occurs.
   (b) Select "Add EST" in the "Test Scores" section. Then under Test Date enter the date listed on the Score Report.
   (c) Select Manage Temporary Reservation and APT scores that were entered should match what was entered from the Prescreen Score Report. All remaining steps remain same when making a reservation.

3. Pending Internet Computerized Adaptive Test (PiCAT).
   The Prescreen ASVAB is a test that is very similar to the CAT-ASVAB. It can be used to predict ASVAB scores. The PiCAT can only be taken once. It is imperative that the correct SSN is entered during time of registration. Once a SSN is used, it cannot be used again. Incorrect SSNs will cause a mismatch thus taking away both that individual and the true SSN holder's ability to take and use the PiCAT. It can also be used to enlist into the military if the Prescreen ASVAB score can be verified later on at a MEPS or MET site by having the potential applicant take a short verification test (V-test). PiCAT has the same number of subtests and has a similar number of questions as CAT-ASVAB. It is intended for use as an un-proctored test, and therefore, a test administrator is not required. To take a Prescreen ASVAB, the potential applicant must contact a military recruiter and obtain an access code.

1. PiCAT eligibility.
   (a) Applicants with any test history will not be able to take the PiCAT verification test. This includes applicants (NPS/GNPS/PS) who have test history over two years old. Be aware that although the system will allow you to register an applicant for the PiCAT with previous test history (regardless of the elapsed time), they will not be able to take the verification test at the MEPS.
   (b) Applicants with a SASVAB that has not been pulled can still take the PiCAT.

2. PiCAT Testing Procedures.
   (a) Applicants must be 17 years of age to be authorized to take the PiCAT.
   (b) After review and explanation of the Privacy Act, recruiters will register applicants and provide them a unique access code. The RRNCO may register applicants at www.dmdc.osd.mil/icat-ar. Access codes are valid for 30 days. Once the code is used, the applicant has 48 hours to complete the test.
   (c) Applicants must go to the following link in order to take the PiCAT and must use the code provided by the recruiter: www.dmdc.osd.mil/icat/prescreen. Applicants are not authorized to take the PiCAT in school or on a school computer.
   (d) The applicant will need to achieve a minimum Armed Forces Qualification Test (AFQT) on the first five sections of the test in order to complete the remaining sections. Applicants who do not achieve the minimum AFQT score (AFQT 25) will not be permitted to proceed to a proctored verification test (V-test) and a full ASVAB will be required to be taken for enlistment.
   (e) Recruiters are able to access applicant's PiCAT score results once applicant has completed the test. Prescreen Score Report must be uploaded in ERM if PiCAT is going to be used for enlistment.
   (f) Applicant will have 30 calendar days once the PiCAT is completed to take a V-test at the MEPS. The PiCAT is time stamped and will expire to the minute it was finished. Therefore it is not recommended to project for the V-test on the 30th day as it may not be administered in time.

3. Temporary Reservations with PiCAT results.
   (a) Once an applicant has completed the PiCAT and the Prescreen Score Report has been uploaded, the results of the report can be entered in the Test Score section of RZ. It is imperative that line scores
are entered exactly as listed on the report. Once the scores have been entered they cannot be edited and will require deletion if an error occurs.

(b) Select "Add PICAT" in the ASVAB information section. Enter "pre" in the Test Version section, then under Test Date enter the date listed on the Score Report.

(c) Select Manage Temporary Reservation and PICAT scores that were entered should match what was entered from Prescreen Score Report. All remaining steps remain same when making a reservation.

(4) Processing Procedures with PICAT results.

(a) Applicant completes PICAT.

(b) Upload PICAT Prescreen Score Report in ERM.

(c) Project applicant for ASVAB by selecting "Verification Test," from the dropdown on the projection screen in RZ. Verification test can be completed at the MEPS or at a MET Site with PICAT capabilities.

(d) Upload a USMEPCOM Form 680-3A-E in ERM with "PicAT Verification" written across the top.

(e) The SGC/GC will project the record in MIRS to reflect "V-Test" as the test to be taken in the comments. This will document the proper test on the USMEPCOM Form 727-E.

(5) PICAT Verification Test (V-test).

(a) Applicants will have 30 calendar days once the PICAT is completed to take a V-test at the MEPS. The V-test is a 25-30 minute proctored test to confirm the applicant took test properly. The V-test validates the PICAT score for use as the official test score of record and will detect any inconsistencies which will cause an unconfirmed test result.

(b) If the V-test is confirmed, the applicant will enlist under their PICAT score.

(c) If V-test is not confirmed, the applicant will be automatically routed to a full length ASVAB and the resulting score will be the score of record. The V-test is considered an initial test, current retest rules will then apply.

(d) Applicants will be randomly chosen to take a full length ASVAB in addition to the V-test in order to continually validate the testing algorithms. It is only for research purposes and is not to be used for enlistment.

f. Work Preference Assessment (WPA).

WPA was developed to measure the "Fit" between person and MOS/Army environment. It is research only and will have no impact on applicants who process at the MEPS. The data collected will be used to analyze the predictive validity and classification potential of the test. There is no intent for WPA to tell an applicant what to do or make decisions for them. Rather, if validated for use at some future time, it is designed to help them make better choices.

(1) Applicants that take the WPA will not receive a score and the system does not have the ability to print a score report (the research is completely seamless to the applicant and the guidance counselors at the MEPS).

(2) WPA will only be administered at the MEPS.

(3) The WPA will only be administered to applicants who are not already ASVAB qualified.

g. Occupational Physical Assessment Test (OPAT).

The Secretary of the Army directed the Army to implement the OPAT in order to ensure that incoming Soldiers are set up to succeed, reduce injury rates and attrition in Initial Entry Training (IET), and improve Army Readiness. OPAT is a four-event test that consists of the Standing Long Jump (LJ), Seated Power Throw (PT), Strength Deadlift (SD), and the Interval Aerobic Run (IR).

(1) All NPS Soldiers must take and pass the OPAT performance standards for their Military Occupational Specialty's (MOS's) Physical Demand Category (PDC) within 90 days of shipping to Basic Combat Training.

(2) Due to the overall success of first time OPAT testers meeting their MOS OPAT requirements the 120 day ship window is no longer mandatory. The earliest date a new enlistee can have a reservation pulled is 30 days or later due to the time it takes to receive the back ground investigation results.

(3) States will fill the earliest seats available to improve the ARNG's monthly training seat utilization rates. All scheduled shippers that have passed their OPAT test will be considered for renegotiation to the left and ship as soon as possible to IET.

5-30. Recruit Force Pool (RFP)

Enlistment into the Inactive Army National Guard (ING) – Recruit Force Pool (RFP) program. The proponent regulation for the RFP program is chapter 3 of NGR 614-1, which should be used for enlistment guidance. The RFP enlistment option will enhance States and Territories' ability to manage
their end-strength. All States and Territories that are currently over their current Fiscal Year (FY) end-strength ceiling are encouraged to use this option. This program is available for LPR Soldiers who are awaiting favorable Military Service Suitability Determination (MSSD) and National Security Determination (NSD) results.

a. Personnel accounting and strength reporting. RFP Soldiers are members of the RR. The RRC will ensure that all RFP Soldiers are tracked in the VULCAN, RFP management category until they are released from the RFP.

b. Eligibility.

(1) Applicants who enlist into the RFP program must be fully qualified for enlistment into active status in the ARNG.

(2) RFP enlistment is appropriate for applicants who cannot ship to their initial entry training (IET) for more than 120 days after becoming eligible to enlist in ARNG; these applicants may enlist into the ING through the RFP program and be assigned to the Recruiting and Retention Command RFP designated position (duty MOS 00F1O), paragraph 026A and line 52A. RFP Soldiers will be assigned to the ING of the Recruiting and Retention Command.

c. Enlistment into the RFP.

(1) The applicant will complete the enlistment process at the MEPS as outlined in AR 601-210.

(2) An applicant enlisting into the RFP will establish a date, no more than 485 days into the future, at which time they will ship to IET. At a date, which is 120 days from the IET ship date the RFP Soldier will be required to enlist into active status in the ARNG.

(3) Non-LPR applicants may enlist for a 1 x 0 term. LPR applicants may enlist for a 3 x 0 term.

(4) RFP Soldiers will not be issued a Military ID Card.

(5) RFP Soldiers will be in an inactive status and not a member of the Selected Reserve.

(6) RFP Soldiers will not be accounted for in the paid strength of the ARNG until they have enlisted into active drilling status.

d. RFP Phase 1 (LPR and Non-LPR).

(1) LPR RFP applicants who wish to contract into the Inactive National Guard (ING) will be assigned to the State RSP Unit Identification Code (UIC). State Automated Unit Vacancy System (AUVS) Managers will manually build the designated position (duty MOS 09M1O, Delayed Trainee), using paragraph 026A and line 52B to accommodate LPR applicants. They may enlist into the RFP for a single term of 3 years. The MEPS GC will manually produce (not system generate) the DD Form 4-series for enlistment into the RFP. Training seats for LPR (09M) applicants will not be reserved until MSSD, NSD results are received. The applicant will enlist into the ARNG SELRES no later than 3 years from the date of enlistment into the RFP. Time served in the RFP applies to the Soldier's 8-year military service obligation (MSO) as specified in the enlistment contract.

(2) All other RFP applicants (Non LPR), will contract into a projected unit, and MOS, with a training seat ship date that complies with current guidance. They will enlist into the RFP for 1 year. The MEPS GC will manually produce (not system generate) the DD Form 4-series for enlistment into the RFP. Time served in the RFP applies to the Soldier's 8-year military service obligation (MSO) as specified in the enlistment contract.

(3) MEPS Guidance Counselors will manage all RFP contracted Soldiers in a separate file system in order to maintain accountability and ensure these Soldiers contract into the SELRES once eligible.

(4) Although not in a paid drilling status, all RFP Soldiers are encouraged to take the Occupational Physical Assessment Test (OPAT) within the current OPAT policy guidance. States will confer with their Staff Judge Advocate (SJA) to ensure OPAT is in compliance with local regulations, state laws and statutes before administering the OPAT to Soldiers in the RFP. This is the only activity RFP Soldiers will participate in with the Recruit Sustainment Program (RSP).

e. RFP Phase 2 (LPR and Non-LPR).

(1) All RFP Soldiers will enlist into the ARNG SELRES when eligible. The MEPS GC generates the NGB 22B to reflect ING time, executes the DD Form 4-series for enlistment in the SELRES for any authorized period of enlistment (3x5, 4x4, and 6x2) and updates the DD Form 1966. The time served in
the RFP will count toward the Soldier’s Military Service Obligation (MSO) Inactive Ready Reserve (IRR) obligation of the enlistment contract.

(2) Upon execution of the Phase 2 enlistment, the applicant will sign all applicable bonus addendums as outlined in current Selected Reserve Incentive Program (SRIP) policy.

(3) In the event the RFP Soldier fails to enlist or is determined to not be qualified to contract into the SELRES, the RRB will notify the Military Personnel Office to discharge the RFP Soldier.

5-32. Processing procedures
PS applicants who require Army BCT will process at the MEPS to have their security investigation submitted. PS currently holding clearance will have their clearance verified by the State Security Office (SSO), Security Assistant (SA), or ASO through JPAS. Verification must be uploaded into the Electronic Record Management (ERM) within 72 hours of accession.

5-53. Processing Requirements for Lawful Permanent Residents (LPR)
Lawful Permanent Residents (LPRs) must present a valid I-551 card, which will expire no earlier than 6 months after the proposed ship date. Applicants not meeting this standard require an approved citizenship suitability review from the ASO, prior to enlistment processing. LPR Soldiers will be enlisted into the SELRES, unless otherwise directed by NGB.

a. I-551 card exceptions to policy may be requested for LPR applicants:
   (1) With an expired I-551 card, and a USCIS receipt showing the applicant has already paid for the renewal or replacement of the I-551 card.
   (2) Whose I-551 card will expire within 12 months of enlistment into the SELRES.
   (3) Who has an I-551 card extension which is going to expire within 6 months of the proposed ship date.
   (4) DA G-1 is the approving authority for all I-551 card ETP actions. All I-551 card exceptions must be approved on a suitability review workflow.

b. National Intelligence Agency Check (NAIC):
   (1) The NIAC is an additional background check performed on all LPR Soldiers. This check is initiated upon enlistment confirmation in the REQUEST system. If the citizenship codes in REQUEST are anything other than “N” “Y”, the NIAC will not be initiated. The NIAC check is separate from, and in no way dependent upon the T3 investigation performed by OPM.
   (2) LPR Soldiers WILL NOT be scheduled to ship earlier than 120 days from the enlistment date into the SELRES, to give processing time for the Soldier’s NIAC investigation. The only exceptions to this will be granted by the ASO prior to enlistment.
   (3) NIAC results are returned to the ASO on a spreadsheet approximately once per week, depending on Army G-2. These results are transferred to the ARNG tracking spreadsheet and emailed to the MEPS GC shop where the Soldier enlisted.

c. Applicants requiring a NIAC Check:
   (1) All NPS and GNPS LPR applicants require a NIAC.
   (2) PS and GNPS applicants who do not have a remaining MSO status, require a NIAC.
   (3) PS applicants from all services other than the 3 Army components require a NIAC.
   (4) PS LPR Soldiers who still have an MSO status do not require a NIAC. These Soldiers may access into a SELRES unit immediately, based on all other qualifications.
   (5) GC or State Operations may request previous NIAC results for former Soldiers, by sending a citizenship suitability review to the ASO, prior to enlistment. If the NIAC results are current, applicants may also be allowed to ship earlier than 120 days.

d. Soldiers obtaining naturalization prior to shipment:
   (1) MEPS GC will scan a copy of the certificate of naturalization, certificate of citizenship, or US passport into the appropriate folder in ERM.
   (2) Submit a citizenship suitability review in GCR requesting to change the Soldier’s status from LPR to US Citizen.
   (3) With an approved workflow from the ASO, the Soldier can be changed in all systems to a US Citizen, and ship without regard to the NIAC requirement.
(4) If the Soldier would like to Reno into a security clearance MOS, the GC or State Operations must notify the State Security Manager (SSM) of the change in citizenship status. The SSM will upload the appropriate citizenship document and notify the DOD-Central Adjudication Facility (CAF). The Soldier will not be allowed to Renegotiate into a clearance MOS until his/her status is changed in JPAS to reflect a US Citizen.

5-59. Training pay categories
ARNG Initial Entry Training (IET) Seat Management.

a. A Currently In High School Junior (CIHSJR) must enlist within 270 days prior to entry on IADT and is authorized up to 36 paid IDT periods (nine months). These enlistees are the primary cohort for the STO.

b. A High School Senior (HSSR) will ship within 365 days from enlistment date and no earlier than 10 days after the high school graduation date.

c. A Non-contracted Cadet/SMP applicant (09R1) and Contracted Cadet/SMP (09R2, who options to attend BCT) must enlist within 270 days prior to entry on IADT.

d. A High School Diploma Graduate (HSDG) must ship within 90 days from the enlistment date and enlist into an MOS that meets the needs of the organization.

(1) HSDGs who enlist for a MOS from the Low Density MOS list or Top 10 State MOS list annotated in the current SRIP may ship at any time during the FY, with exception of 15 May – 30 June. This timeframe is typically held for HSSRs.

(2) HSDGs who are not enlisting into an MOS on the Low Density MOS List or Top 10 State MOS List but desire to ship outside the 90-day ship window will be afforded the opportunity. They will be projected and enlisted during the first 5 MEPS processing days of each month only. This allows the states the opportunity to utilize the HSDGs open ship window option and increase ARNG accessions at the beginning of each month. There are no exceptions to this rule.

e. CAT-IV (AFQT 16 – 30) applicants must enlist into an MOS that meets the need of the organization and ship to IADT within 60 days of enlistment.

5-60. Training programs

a. Split training option (STO). The STO allows an ARNG Soldier to complete Basic Combat Training (BCT) and Advanced Individual Training (AIT) during two separate training cycles. Soldiers enlisted under this option will be ordered to BCT only, Phase I of IET, and return to the RSP to attend regularly scheduled training assemblies. Within one year of completing BCT, these Soldiers will be ordered to AIT, Phase II of IET, and complete their required MOS training.

(1) Soldiers enlisting for STO will remain attached to RSP. They are required to perform all scheduled UTAs between Phase I and II. At the discretion of the RRC and unit Commander, the Soldier may attend Annual Training (AT) between Phase I and II (see AR 135-91).

(2) STO Soldiers are not required to retake the OPAT prior to AIT even if the AIT start date is beyond 12 months from the initial OPAT test.

(3) The STO is the only authorized training option for CIHSJR.

(4) The STO is only guaranteed for CIHSJR. Other applicant types listed in subparagraph b(1)(b) may be diverted to standard training. (5) MEPS personnel must ensure CIHSJR applicants attending (Phase I) BCT only have their Mandatory Return Date (MRD) annotated on their IET orders. The MRD will be established by the MEPS GC in coordination with NGB Form 900. Soldiers who complete Phase I training must understand there is no MRD for Phase II and there is the possibility of missing a semester of college.

b. Eligibility.

(1) To be eligible to enlist under the STO, applicants will:

(a) Meet the enlistment eligibility standards as outlined in this policy and AR 601-210.
(b) Be classified as a CIHSJR, HSSR, College Student, or considered under the seasonal employment requirements.
(c) Enlist for the 6x2 or 8x0 authorized period of enlistment only.
(d) Enter IET (Phase I) within 270 days of enlistment.
(e) Remain fully eligible through phase 2 ship date.
(2) Phase II shippers are not authorized to ship to an AIT that requires an operator’s/driver’s license if their license will expire during training. The license must be renewed prior to the Phase II reservation being pulled.

(3) GNPS and PS applicants are not eligible for the STO.

c. Authorized training.
   (1) Approved STO MOSs will be published annually, via SMOM, by the ROB.
   (2) Any MOS which exceeds 15 weeks for AIT will not be considered for STO. Exceptions may be considered for MOS 42R. MOSs with lesser training dates than what is considered to be normal, or quota sources, will not be considered for STO.
   (3) Phase I only reservations for MOS 12B, 12C, or 31B will not be requested until the start of the second quarter within the current FY.
   (4) Contract renegotiations for applicants enlisted under this option will not be considered for reasons similar to those associated with a need to attend college.
   (5) Applicants that have college enrollment verification (NGB Form 901) for the current or upcoming semester will be scheduled for standard training for the following semester, when training seats are available. When training seats are not available, these applicants will be required to ship as outlined in paragraph 5-59. Exceptions to policy (ETP) will be reviewed and exceptions may be made on a case-by-case basis.

Note: SMs who are scheduled for training and subsequently enroll in college in which the semester begins prior to the ship date will be held to their ship date and required to postpone their college start date.

Chapter 6
Military Entrance Processing Station Processing Phase

6-2. Prior service individuals physically examined outside the military entrance processing station
MEPS Guidance Counselors will validate source documents and ensure approved suitability review is completed prior to projection for enlistment.

6-8. Vacancies and projected vacancies
   a. Verify applicant qualifies for vacancy held or requested. Recruiters will ensure each applicant arrives at the MEPS with one held vacancy and two additional alternate projected vacancies. Additional vacancies should reflect career fields that do not have the same security clearance requirements or physical demand category requirements. Recruiters will review the DA Pam 611-21 related to these requirements.
   b. ARNG Accessions.
      (1) All enlistments will have a valid Vacancy Control Number (VCN) in CLIENT REQUEST when enlisting into a valid positions using WEB REQUEST.
      (2) Soldiers enlisting from the AC will have a valid VCN in CLIENT REQUEST using RETAIN.
      (3) Soldiers enlisting from the Marine to Guard program will request a valid VCN in CLIENT REQUEST by contacting the State AUVS Manager. The State AUVS Manager will close the vacancy in CLIENT REQUEST until the applicant enlist. Enlistment packets will be mailed to the State IST Manager for load into SIDPERS. When the Soldier has been gained into SIDPERS, the State AUVS Manager will delete the vacancy in CLIENT REQUEST.

6-9. Vacancy requirements
   a. Recruiters will obtain a valid vacancy prior to projection.
   b. Vacancy management.
      (1) Vacancies are created using the AUVS software and uploaded into REQUEST daily by State AUVS Managers.
      (2) Authorized MOS strength positions are created in AUVS and will not exceed 125%.
      (3) Skill level 1 and 2 primary positions are top-loaded and approved by the State AUVS Manager.
(4) Skill level 3 and 4 primary positions are top-loaded and approved by the State AUVS Manager when the positions becomes vacant for over 60 days.

c. Tier Management Score. All applicants, who are eligible and who subsequently elect enlistment options, monetary incentives for educational benefits, or any combination of these, will be based on Management Tier Score on the VCN in REQUEST. Any manual or over strength vacancies are not eligible for incentives. Refer to current FY SRIP policy for guidance. Exceptions must be directed to ARNG-HRM-I.

6-15. Correction of errors on enlistment forms

The following procedures are used to correct errors found post-enlistment on forms already distributed-

a. Commander, or designee, may correct minor administrative and typographical errors found after distribution of forms. Complete a DA Form 4187 (Request for Personnel Action) to correct either the DD Form 4 series or DD Form 1966 series. The Soldier must sign the DA Form 4187, which is subsequently forwarded to the State AG.

b. Correcting term of enlistment.

(1) To correct the term of enlistment on the DD Form 4 series when it is other than which was intended by both the Soldier and the ARNG, the unit Commander will forward a correction of enlistment agreement through military channels to the State AG. The request will contain the following data:

(a) Sworn statement by the Soldier and other involved persons. The statement will give circumstances of enlistment.

(b) Evidence to support claim of error in period of enlistment. (For example. DD Form 4 series, DD Form 1966 series, or other applicable documentation.)

(c) Statement from the Soldier indicating that they agree with or consent to the correction of term of enlistment as shown on the DD Form 4 series.

(2) The State AG, or designated representative, will then review the enlistment correction package for accuracy and, if approved, add a memorandum signed by the State G-1 to the Soldier’s file - or if the correction package is not acceptable, will return it to the unit for further work.

c. The DD Form 4 series will be maintained in its original state, should it ever be required as evidence in a legal proceeding.

d. For additional guidance, see AR 601-210 para 6-15.

Chapter 7
Civilian Acquired Skills Program (CASP)

7-3. Procedures

a. Director, Army National Guard (DARNG) has overall responsibility for policies pertaining to CASP and will –

(1) Conduct periodic review for addition and deletion of skills and submit recommended changes to the Office of DCSPER (ODCSPER) (DAPE-MPA).

(2) Develop criteria for skills to be added to the CASP

(3) Review and comment on recommendations submitted by other agencies.

b. The Adjutant General (TAG) will –

(1) Conduct periodic review and submit recommendations for adding of or deletion of skills to ARNG-HRH.

(2) Review and comment on recommendations submitted by subordinate organizations or individuals.

c. Recruiting and Retention Commander (RRC) will –

(1) Implement processing procedures contained in this policy.

(2) Develop and implement advertising, procurement plans, and procedures to attract qualified applicants for the CASP enlistment option.

(3) Promote the CASP and ensure vocational, technical and nursing schools are canvassed as a source of ready-trained assets for ARNG units.
d. Unit Commanders who have Soldiers enlisted using the CASP option will –
   (1) Ensure CASP Soldiers are properly assigned and considered for accelerated promotions in a
timely manner.
   (2) Utilize Soldiers in the CASP PMOS for at least one year.
e. MEPS Guidance Counselors (GC) will verify applicants’ qualifications and coordinate opportunities
for benefits under the CASP with the RRC.

7-4. **Eligibility**
   a. CASP is available to qualified applicants, both with and without prior military service. Skills acquired
through military service will not be used when qualifying applicants for CASP. CASP is an enlistment
option only and cannot be used for Soldiers current serving in the ARNG. Applicants must –
   (1) Meet basic eligibility standards outlined in AR 601-210.
   (2) Meet MOS requirements outlined in DA Pam 611-21.
   (3) Have had either the training or experience in the civilian acquired skill within the preceding 24
months of the effective date of enlistment.
   b. Soldiers currently serving in the ARNG and are requesting MOS determination based on civilian
training are considered to be reclassifying and must request a waiver of formal school training from the
proponent through ARNG-ASO. Aviation MOS determination will be routed through DARNG (ARNG-AV)
to the proponent for determination. Applicants who have unusual or unfamiliar training and experience
relevant to a CASP MOS, request for determination of equivalency may be submitted to ARNG-ASO.

7-5. **Enlistment periods**
   Periods of enlistment will be established by REQUEST and as announced by DCS, G-1 for special
categories of persons and for selected MOSs.

7-7. **Basic combat training requirement**
   a. Applicants who have not completed Army, USMC BCT, or equivalent training during previous
military service must complete BCT and any prerequisite training for awarding of the CASP MOS.
   b. All NPS and GNPS applicants must complete BCT and any prerequisite training for award of the
CASP MOS.

7-8. **Requirement for prerequisite training**
   a. No MOS training during IADT will be offered under the CASP, except as outlined in Table 7-1.
   b. Select MOSs available under the CASP require completion of specified training as a prerequisite for
award the MOS.
   c. Award of the CASP MOS and promotion to the accelerate rank will not be considered until
successful completion of all required training to include prerequisite training. Prerequisite training may be
accomplished during IADT or Active Duty for Training (ADT) at a later date, or through completion of
correspondence course, or approved ARNG/USAR schools.

7-9. **Requirement for proficiency training**
   a. CASP enlistment training options require completion of a specified period of proficiency training as a
prerequisite for awarding of the MOS as outlined in Table 7-2. Proficiency training is a specified period of
time a Soldier functions in the MOS for which enlisted. The training should be performed during regularly
scheduled training assemblies or equivalent training periods. The training is a transition period that
allows Soldiers to apply acquired civilian skills to the military. The proficiency training time is provided by
the commander to evaluate the Soldier’s ability to function in the MOS.
   b. Prior to awarding of the MOS or promotion to the accelerated rank, the Soldier must perform the
major requirements and meet physical standards described in DA Pam 611-21.

7-10. **Determination of qualifications and enlistment grades**
   a. CASP applicants must present valid evidence of completion of required civilian training to enlistment
authorities. This evidence may include-
   (1) Certificates or diplomas. Must have the original seal of the institution or be notarized as true
copies.
   (2) Union cards. Training may include successful completion of union, industry, or government
recognized training or apprenticeship programs.
(3) Employment records. Evidence must validate the period of actual work experience, training received, degree of proficiency attained, and a summary of summary of duties and training in the civilian acquired skill.

(4) Board of registry or professional society certificate of registration.

(5) School transcript(s) or diploma(s).

(6) Civil Service Apprentice or Journeyman certification.

(7) National Registry of Emergency Medical Technician certification. Must be valid through IET.

b. Applicants who meet training and work experience requirements, as outlined in Table 7-1, and satisfy all other enlistment criteria will be enlisted in pay grade E-4/SPC. Upon successful completion of BCT and other training listed in the appropriate option, as outlined in Table 7-2, individuals may be promoted to the accelerated grade indicated in Table 7-1. Promotion to the higher grade is not guaranteed, as outlined in paragraph 7-12b and c of this guidance.

c. ARNG Bands Enlistment Options are outlined in Table 7-2.

7-11. Award of Military Occupations Specialty, enlistment grade, and accelerated promotion

a. Applicants eligible to enlist under CASP will enlist in pay grade E-4/SPC. Promotion to the accelerated grade and award of the MOS authorized by the enlistment agreement may be made without regard to time in grade (TIG) or time in service (TIS), provided the accelerated promotion rank does not exceed the rank of the MTOE/TDA position to which the Soldier is assigned. When the Soldier has been awarded the CASP MOS and promoted to the accelerated rank, promotions are regulated by AR 600-8-19 and classifications actions are regulated by NGR 600-200.

b. The Soldier’s immediate commander may deny or defer promotion to the accelerated rank. Reasons for denying or deferring promotion may be any failure of the Soldier to demonstrate proper conduct during the proficiency-training period or failure to demonstrate minimum level of performance for the MOS. The immediate Commander is guided in this determination by the minimum MOS qualifications outlined in DA Pam 611-21 and this policy.

c. The commander will advise the Soldier in writing of the reason for denying or deferring accelerated promotion and file the record of counseling, including basis and results, in the Soldier’s Official Military Personnel File as a permanent document. The Soldier will indicate on the counseling verifying they have read the statement, and if they submitted a statement on their behalf.

d. On denial of accelerated promotion using CASP, the commander may appoint the Soldier to any lower rank, but not lower than the pay grade in which the Soldier enlisted, provided the Soldier is not currently serving in the rank.

e. The immediate commander may defer promotion for up to four scheduled unit training assemblies (UTA). When this occurs, the Soldier may be promoted to the higher grade or denied promotion at any time at the end of the proficiency training or, as listed in Table 7-2. After completion of the initial proficiency-training and the deferred period indicated above, a Soldier may be promoted to the CASP authorized grade or lower rank as provided in paragraph d, or denied promotion. Final decision must be made by the end of the deferred period. Soldiers who are not provided accelerated promotion will be considered for future promotions, along with their contemporaries, as outlined in AR 600-8-19.

f. Deferral or denial of accelerated promotion does not constitute a breach of enlistment contract or agreement, nor result in an unfulfilled enlistment commitment. Promotion can only occur with approval of the immediate unit commander after successful completion of all required training by the enlistment option outlined in Table 7-2. The accelerated rank will be awarded to qualified Soldiers without regard to TIG and TIS.

g. Significant training or experience in a civilian occupational area with a MOS counterpart, applies specifically to in-service ARNG Soldiers who gain skills or complete training in a status other than military. This does not pertain to experience a Soldier may gain through duties performed in an Active Guard Reserve (AGR) status (for example. Readiness NCO duties). It does not apply to traditional ARNG Soldiers or Military Technicians in their civilian pursuits.

7-12. Army CASP enlistment control
CASP applicants must be projected or assigned to an MTOE/TDA unit vacancy or projected unit vacancy in accordance with the Soldier’s CASP MOS. Soldiers who enlist for a CASP MOS that provides for accelerated promotion to SGT must be enlisted against a SGT vacancy. CASP applicants must complete Basic Leader Course (BLC) to qualify for promotion to Sergeant.
7-14. Mobilization readiness and deployability
   a. Applicants who enlist under CASP will be reported as MOSQ for mobilization readiness when all of
      the following actions are accomplished –
      (1) Completion of BCT
      (2) Completion of MOS prerequisite training, if required by the MOS for which enlisted.
      (3) Promotion to accelerated grade shown on enlistment agreement, provided they meet the NCOES
          requirement.
      (4) Award of CASP MOS as PMOS
      (5) Denied the accelerated advancement, but promoted to a lower grade and awarded CASP MOS.
   b. ARNG Soldiers must complete a minimum of 12 weeks of BCT or equivalent before being allowed to
      deploy, as outlined in Title 10 U.S. Code 671. Determined by Army
      G-1, completion of training programs and options outlined in Table 7-2 equates to the 12 week BCT
      requirement.

7-15. Processing procedures
   a. Processing procedures must be followed for all CASP applicants. Any applicant for CASP must
      present the prescribed documented evidence of qualifications. Applicants will submit documents that
      verify length and successful completion of education, training and experience for applicable skill.
      Documents are outlined in paragraph 7-10a. Civil Service SF 50 (Notification of Personnel Action) may
      be used, and certification of applicant's typing or dictation when required.
      (1) RRNCO will review and verify qualification before sending any applicant to the MEPS. RRNCOs
          will forward all applications that required TAG approval prior to sending the applicant to the MEPS.
      (2) MEPS GCs will verify qualifications, completed necessary enlistment forms and processing.
      (3) PS applicants will-
          (a) enlist as outlined in paragraph 3-14.
          (b) complete prerequisite MOS training when required; be enlisted in pay grade
              E-4/SPC.
          (c) Not be required to perform a period of proficiency-training.

Table 7-1
Skills and Criteria to qualify for CASP

<table>
<thead>
<tr>
<th>MOS</th>
<th>Option (Table 7-2)</th>
<th>Criteria</th>
<th>Rank/Pay Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>42R1 (Army Band Person)</td>
<td>1,3, or 5</td>
<td>See Table 7-3</td>
<td>E-4/SPC</td>
</tr>
<tr>
<td>(See DA Pam 611-21 for ASI and Title)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 68W1 (Health Care Specialist)             | 1,3, or 5          | a. Must be national registered as an Emergency Medical Technician (EMT) “B”, or “I”, or “P”.
                                             |                    | b. Will be accelerated to week seven of 68W  |
                                             |                    | AIT for MOS Awarding.                        | E-4/SPC        |
| 88M1 (Motor Transport Operator)           | 1, 3, or 5         | a. Must have two years experience driving     | E-4/SPC        |
                                             |                    | vehicles rated as five ton or higher.         |                |
                                             |                    | b. Must have valid State Driver's License.    |                |
Table 7-2
ARNG CASP Enlistment Training Options

<table>
<thead>
<tr>
<th>Option 1, Available to NPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Requirement: Nine weeks BCT, with four weeks of applicable training during IADT. IADT: 13 weeks consecutive, exceptions may be made when training impacts college entry scholarships or band camp. Minimum promotion eligibility period: Three months (see note 1)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option 2, Available to NPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Requirement: Nine weeks BCT, followed by prerequisite training required by MOS (for example, IADT prerequisite required by MOS, mostly medical). IADT: Minimum period dependent on length of prerequisite training, but not less than 13 consecutive weeks. Minimum promotion eligibility period: Five months (see note 1 and 2)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option 3, Available to GNPS who require BCT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Requirement: Nine weeks BCT, plus time in RECBN IADT: 13 weeks consecutive Minimum promotion eligibility period: (see note 1 and 3)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option 4, Available to GNPS who require BCT and prerequisite training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Requirement: Nine weeks BCT, followed by prerequisite training required by MOS IADT: Minimum period dependent on length of prerequisite training if completed during IADT. Minimum promotion eligibility period: (see note 1 and 3)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option 5, Available to PS applicants who have completed IADT and awarded an MOS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Requirement: Applicants who have not completed Army or Marine BCT will attend Army BCT (see AR 601-210). IADT: None Minimum promotion eligibility period: May enlist with grade authorized in Table 7-1. (see note 3)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option 6, Available to PS applicants who require prerequisite training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Requirement: Prerequisite training required by MOS. Applicants who have not completed Army or Marine Corps BCT will be required to attend Army BCT. IADT: Minimum period depends on length of prerequisite training. Minimum promotion eligibility period: (see note 3)</td>
</tr>
</tbody>
</table>

**Note(s)**
1. Minimum promotion eligibility period is established from the time Soldier enters on IADT or begins proficiency training, whichever is earlier. All training must be completed prior to the Soldier receiving accelerated promotion.
2. Minimum promotion eligibility period shown is based on an average eight week prerequisite MOS training requirement during IADT. Promotion cannot be affected until successful completion of all required training.
3. When Soldier is required to complete BCT because required was not satisfied during previous military service, or to undergo prerequisite MOS training, or combination thereof, then IADT period, training requirement, and minimum eligibility would depend on length of required training. Soldier may be eligible for promotion to accelerated grade on release from IADT, return to unit, and successful completion of all required training.
### Table 7-3

**Army Band Enlistment Options**

<table>
<thead>
<tr>
<th>Line</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Comment: ARNG Bands Enlistment Option</td>
</tr>
</tbody>
</table>
| 2.   |   a. Assignment to an ARNG Band  
    b. Accelerated appointment to advanced pay grade without regard to TIG and TIS.  
    c. Will enlist as E-4/SPC |
| 3.   | Available to NPS and PS applicants qualified for enlistment in the ARNG, who meet criteria for CASP as listed in this table. |
| 4.   | Prerequisites that must be met before enlistment-  
    a. Basic eligibility criteria as listed in AR 601-210.  
    b. Eligibility criteria for enlistment in CASP listed in Table 7-2.  
    c. Pass qualifying audition in the Band MOS for which enlisting. Must be administered by an authorized auditioned as defined in line 7. |
| 5.   | Prerequisites that must be met after enlistment-  
    a. Complete 13 weeks IADT, that includes nine weeks BCT and four weeks of proficiency training at the School of Music. Start date of proficiency training must be within 12 months of BCT graduation date.  
    b. Qualify for retention in Bands-man assignment by satisfactory performance of duty and technical competence as determined by the Bandmaster of the unit assigned.  
    c. Satisfactory attendance with assigned band at all scheduled UTA and AT periods during period of assignment to the band. |
| 6.   | Inform applicants of lines 1 – 5. Additional information to applicants-  
    a. Oriented on duties associated with enlistment MOS as outlined in DA Pam 611-21.  
    b. Advise appointment to accelerated grade is contingent on the following –  
       (1) Completion of all required training.  
       (2) Recommendation by the Bandmaster based on demonstrated duty performance for a period of at least 20 UTA.  
       (3) Unit vacancy in grade and MOS in which promotion is anticipated.  
    c. Advise that failure to complete BCT successfully may result in separation from ARNG.  
    d. Advise that failure to demonstrate technical competence, or perform satisfactorily during proficiency-training period, may result in delay or denial of promotion, classification and assignment into CASP MOS and position. |
| 7.   | Processing procedures  
    a. If applicant is otherwise eligible for enlistment, interview applicant to determine eligibility for enlistment under this option.  
    b. Ensure that applicant is aware of provisions of line 5 and 6 of this table.  
    c. Arrange date and time for audition of applicant as described below.  
    d. Audition procedures for all band members are defined in the Auditions Standards Manual, (MUSCOLINST 1300.1, Code 1), prepared by the Department of the Navy, School of Music, Naval Amphibious Base Little Creek, Norfolk, VA, 23521-5240.  
       (1) Copies of audition standards manual can be obtained by contacting Department of Training Development, (DOTD) Ft. Story, Virginia, ATTN: ATSG-SM-TD; DSN 438-7518 or 438-7363; COMM 757-422-7528 or 757-422-7363.  
       (2) Auditions will be conducted personally by Bandmasters or Staff Band Officers unless an exception is granted by Commandant, U.S. Army Element, School of Music (USAESOM). Army National Guard Bandmasters are only authorized to audition for Reserve Component bands and not Active Component bands unless certified by the Commandant, USAESOM.  
       (3) Audition materials are shown below:  
          (a) Solo (selected by auditionee) in Grade 3 or higher, prepared for performance.  
          (b) Perform scales to a 2.3 level per the Audition Standards Manual.  
          (c) Sight-read material selected by the auditioner per the Audition Standards Manual.  
       (4) Audition results are as follows: minimum audition score to qualify for enlistment in MOS 02B through 02M, 02T and 02U is a score of 2.3 on a 4.0 scale as prescribed by the Audition Standards Manual. |
(5) SOMForm1230 (Band Audition Report) will be used to record results of auditions. If applicant does not receive a qualifying score or qualifying audition, applicant will be so advised at time of audition.

(6) If applicant passes that audition and elects to enlist in the band MOS, authorized auditioner may issue a memorandum of certification and audition score. The memorandum will contain a statement either recommending or not recommending applicant for enlistment under table 7-2. A copy of the SOM form1230 (Band Audition Report) will be attached to this memorandum. Distribution of the memorandum of certification will be as follows:

(a) Original and one copy will be forwarded to responsible career counselor. (Original and copy will not be hand-carried to career counselor by the applicant.)

(b) One copy will be forwarded to applicant.

(c) One copy will be forwarded to TAG.

Accelerated promotion to SGT will be at the discretion of the promotion authority based on a memorandum of recommendation issued by the Bandmaster and contingent on availability of a position vacancy in rank and MOS in which recommended. Authority for the accelerated promotion will be this table.

8. Statement of enlistment-
NGB Form 594 will be completed for all applicants enlisting under this option.

9. Record entries and orders-

a. For applicants required to enter on IADT, orders will be prepared using Format 260 (Active Duty/Active Duty for Training (AD/ADT) for 89 days or less) or Format 261 (ADT for 90 days or more), NGR 310-10. Orders will contain “ARNGUS Bands option, as the response to the “Auth” lead line.

b. In section VI, DD Form1966, enter proper statement from one of the following:

(1) Enter for ARNG Bands option for CASP MOS (specify) with appointment to pay grade (specify) on completion of BCT and proficiency training on IADT (minimum12 weeks) and return to unit. (Table 7-2., option 1.)

(2) Enter for ARNG Bands option for CASP MOS (specify) with appointment to pay grade (specify) on completion of BCT and prerequisite AIT and return to unit. (Table 7-2., option 2, 4, or 6.)

(3) Enter for ARNG Bands option for CASP MOS (specify) with appointment to pay grade (specify) on completion of BCT or IADT and 48 hours of proficiency training during IDT. (Table 7-2., option 3 or 5).

(4) Enlisted for ARNG Bands option for CASP MOS (specify) with appointment to pay grade (specify)

Chapter 9
Officer Accessions, Programs and Options

9-10. Enlistment Program 9D, U.S. Army Officer/Warrant Officer Enlistment Program

The Officer Candidate School (OCS) Enlistment option 09S should be used to entice NPS/PS applicants to the ARNG who wish to become a Commissioned Officer. The intent of the OCS enlistment option is to attract applicants to the ARNG and provide an additional source of potential candidates for OCS. OCS enlistment standardization is needed to improve accession quality, packet completeness, and will aid in the accuracy of force shaping. All applicants must meet the criteria for both enlistment and Federal recognition. All NPS OCS applicants must be fully processed at the Military Entrance Processing Station (MEPS) and have a validated checklist (HRR Form 200 for State OCS and HRR Form 201 for Federal OCS) and control number via GCRc workflow before REQUEST reservation and enlistment. Prior Service applicants that require Basic Combat Training (BCT) must also process at the MEPS.

a. Basic eligibility (NPS/PS). To be eligible for enlistment for the OCS enlistment option, applicants will at minimum-

(1) Meet the basic enlistment eligibility standards of AR 601-210.

(2) Be a U.S. Citizen.
(3) Must have at least 90 semester hours from an accredited college or university prior to enlistment for accelerated and state OCS or a baccalaureate degree for federal OCS.
(4) Meet the eligibility criteria for Federal recognition in NGR 600-100, except as changed in this paragraph.
(5) Achieve a General Technical Aptitude Area (GT) score of 110 or higher on the Armed Services Vocational Aptitude Battery (ASVAB). This requirement is non-waivable.
(6) Qualify for 09S as outlined in DA Pam 611-21, at the time of enlistment.
(7) Contract for a minimum of six years (NPS), or three years (PS) applicants.
(8) Security clearance is required prior to commissioning.
(9) Select three enlisted MOS positions to be annotated on DD Form 1966 series, prior to enlistment.
(10) A waiver is required for applicants with the following convictions or OADs.
(a) Any person adjudicated as a youthful offender.
(b) Any offense with a fine of $00 or more.
(c) Any offense where confinement was ordered, regardless of suspended sentence or deferred disposition.
(d) Any offense resulting in a conviction or OAD listed as misconduct (300 and 400 level).
(e) Any offense other than traffic will require a suitability review.

b. Accelerated OCS. To meet the requirements for Accelerated OCS, applicants will-
(1) Age.
(a) NPS applicants must be at least 18 and not have passed their 35th birthday prior to enlistment.
ETP may be considered by the ASO.
(b) PS applicants must be able to complete the Accelerated OCS course and commissioning requirements prior to reaching age 42.
(2) Be formally counseled to ensure they understand the training path for Accelerated OCS.
(3) Meet any additional and specific guidance published by ARNG-HRH.
(4) Meet the criteria for both enlistment and Federal recognition.

c. Federal OCS. To meet the requirements for Federal OCS, applicants will:
(1) Be at least 18 and not have reached their 33rd birthday at the time of shipment to BCT and must accept a commission prior to age 34.
(2) Provide proof of a Baccalaureate Degree or higher.
(3) Meet the criteria for both enlistment and Federal recognition.
(4) Meet the requirements as outlined in annual guidance published by HRC (MILPER Message).
(5) Obtain a memorandum for record signed by an O-4 or higher that states the applicant attended and was recommended by an in-person or telephonic board conducted by the RRB. The board will consist of three Commissioned Officers in the pay grade of O-3 or higher and the board president will be an O-4 or higher. Interviewers will ask as many questions as possible from the DA Form 6285 (Interview Plan #2), but are not limited to the questions on the form.
(6) Be formally counseled to ensure they understand the training path for Federal OCS.
(7) Obtain a validated checklist (HRR Form 201).
(8) Be required to possess a security clearance prior to attending Federal OCS.
(9) Soldiers will not be scheduled for Army BCT until 180 days after enlistment.

d. State OCS. To meet the requirements for State OCS, applicants will:
(1) Age.
(a) NPS applicants must be at least 18 and not have passed their 35th birthday prior to enlistment.
ETP may be considered through ARNG-HRR-ASO.
(b) PS applicants must be able to complete the State OCS course and commissioning requirements prior to reaching age 42.
(2) Meet the criteria for both enlistment and Federal recognition.
(3) Meet all applicable State or local requirements and any additional guidance published by ARNG-HRH.

e. Personnel management of OCS applicants.
(1) Applicants who contract under an Enlisted MOS enlistment option are not authorized to Renegotiate (RENO) into Officer producing enlistment options (09R/09S).
(2) 09S applicants (NPS and PS) require a MEPS Chapter 2 physical for enlistment. The physical is not required prior to request/receipt of the 09S control number.
Recruiters will complete the enlistment packet in Recruiter Zone (RZ) using the 09R/09S HRR Form 200/201. State Operations will QC the packet and submit a suitability workflow. Processing may continue once the control number has been issued.

MEPS GCs will make reservations in REQUEST using MOS 09S1. OCS applicants may be trained at any basic training installation.

Soldiers may be carried excess in any unit to which assigned. For State OCS, upon entering Phase I, the Soldier may be assigned to a position at the discretion of The Adjutant General (TAG) of each State.

Upon successful completion of basic training, the following administrative actions apply-
(a) Advanced to pay grade E-4.
(b) Issued and authorized to wear the “OCS” insignia as outlined in AR 670-1.
(c) Commence pre-OCS training at the discretion of the TAG. This training may be with a unit, battalion, brigade, or regional training institute (RTI).

Soldiers who enter the State or Accelerated OCS program will be advanced to pay grade E-6 on the first day of phase 1 and are authorized to wear the OCS insignia. Upon graduation from OCS, orders may be published for BOLC.

Soldiers who enter the Federal OCS program will be advanced to pay grade E-5.

Soldiers who voluntarily withdraw from or are involuntarily removed from the OCS program or fail to be commissioned must enter IET within 180 days of the effective date of the OCS drop memo. These Soldiers are required to complete their remaining service obligation.
(a) Soldiers will revert back to their former enlisted grade based on their original DD Form 4. The Soldier must be deployable within 24 months (time starts the day the applicant is no longer in OCS) or be discharged.
(b) Soldiers who refuse to attend IET will be immediately discharged.

All PS applicants enlisting into OCS, that have not completed an Army BCT, U.S. Marine Corps (USMC) BT, completed training for U.S. Navy Special Operations Forces, or U.S. Air Force Security Police during previous military service are required to attend Army BCT.

The following statement must be entered in the remarks section of DD Form 1966: "I am enlisting for the Officer Candidate Enlistment option. I must attend basic training prior to enrolling into OCS. If I fail to complete the OCS program, I will be ordered to advance individual training or discharged without board action or appeal."

Processing waivers for applicants of an officer producing program. This also pertains to Basic Branch Direct Commissions, AMEDD, JAG, Chaplain and Chaplain Candidate Direct Appointments.
(1) All applicants must meet the criteria for both enlistment and Federal recognition.
(2) Conduct waivers are not authorized under the OCS option for NPS applicants after enlistment.
(3) Conduct, Administrative and Medical waivers for Federal OCS will be considered only on a case-by-case basis for exceptional reasons.
(4) Applicants who require a waiver for civil convictions as outlined in 9-10 a(7) require suitability review (ARNG-HRR-ASO).
(5) Applicants who require a suitability review, a civil conviction waiver, or administrative waiver (RE-code) are not authorized to access until approved.
(6) Suitability review will include:
(a) Hand-written applicant statement
(b) Court documents/police checks for charges being reviewed
(c) Complete discharge documents (if applicable)
(d) OSM endorsement (telephonic or in-person) including the meritorious consideration.

### The Warrant Officer Candidate School Enlistment option.

(1) This option is used to allow Prior Service Non Commissioned officers, with the minimum DA WO MOS proponent requirements, to become a warrant officer in the ARNG. This option offers the opportunity for separating active duty Non-commissioned Officers (NCO), and NCOs from other services to apply for entrance into the ARNG Warrant Officer Education System (WOES). Enlisted status within the ARNG is required for WOES application submission. Applicants will have one year from the date of enlistment to be appointed as a Warrant Officer Candidate. Every effort should be made by the Soldier’s chain of command to facilitate the Warrant Officer appointment process.
(2) To be eligible for enlistment for the Warrant Officer Enlistment option, PS applicants must:
(a) have served in any Active or Reserve Component of the U.S. Armed Forces, with no more than a 36-month break in service from last separation.

1 June 2019
(b) meet the enlistment eligibility standards of AR 601-210.
(c) be a U.S. Citizen.
(d) achieve GT Score of 110.
(e) pass the standard three-event APFT.
(f) meet the physical standards for appointment per AR 40-501.
(g) be less than 46 years of age for Technical applicants; Less than 32 years of age for Aviation applicants.
(h) attain minimum of a Secret security clearance and be able to attain Top Secret if required for qualification in the WO MOS.
(i) possess the required enlisted feeder MOS for the warrant officer position applying for as stated on http://www.gowarrantnow.com.
(j) meet the minimum DA MOS proponent prerequisites as posted under Warrant Officer MOSs on http://www.gowarrantnow.com.
(k) meet the mental, physical and conduct requirements in NGR 600-101.

   i. PS applicants with remaining Military Service Obligation (MSO) must enlist for 1 year or the balance of their MSO whichever is higher.

   ii. Applicants must understand and agree to the participation requirements prior to enlistment. The following statement will be entered in the remarks section of the DD Form 1966 series “Record of Military Processing-Armed Forces of the United States” or DA Form 7249-R “Certification and Acknowledgement of Service Requirements and Methods of Fulfillment for Individuals Enlisting or Transferring into Units of the Army National Guard.”

   “I understand that I am required to perform my enlisted duties commensurate with my pay grade and MOS while compiling and submitting the required DA MOS Predetermination packet (PDP). I understand I will not be competitive for promotion under the ARNG enlisted promotion system while awaiting attendance of WOCS. I further understand that if I fail to submit a complete PDP within 365 days of ARNG accession, if I am ineligible/denied Warrant Officer Predetermination, fail to complete WOCS within 12 months of PDP approval, fail to complete WOBC within 24 months of appointment to WO1, or are ineligible/denied Federal Recognition, any of the following actions may be taken based on the needs of the Organization. I will either be:

   a. Required to fulfill my contractual obligation with the ARNG in my duty MOS, or in a duty position based on the needs of the ARNG.
   b. Administratively reduced to the grade authorized by the position to which I am assigned.
   c. Discharged and transferred to the USAR Control Group.
   d. Discharged from the ARNG in my present grade, providing no Military Service Obligation (MSO) exists. Provided I have no remaining MSO, I may request discharge in the event I become ineligible for the WO program prior to the completion of WOCS.
   e. Applicant was counseled concerning Prior Service RC Warrant Officer Enlistment Option 09W”
   h. Processing Waivers for WOCS applicants.

   Applicants enlisting for the PS WO option must be fully eligible. Waivers for Proponent prerequisites, Age, APFT, Moral or Medical are not authorized. All PS applicants enlisting into the ARNG, regardless of component, who have not completed an Army BCT, U.S. Marine Corps (USMC) BT, completed training for U.S. Air Force or Navy Special Operations Forces or U.S. Air Force Security Police during previous military service are required to attend Army BCT.

   i. Warrant Officer Flight Training Program.

As part of the 09W enlistment, non-prior service applicants can be enlisted under this program for “FLIGHT SCHOOL” only. This is the ARNG version of the Active Army’s “High School to Flight School” program.

   (1) The applicant must be a high school graduate.
   (2) Must meet all prerequisites for appointment to Warrant Officer as outlined in NGR 600-101 and flight school.
   (3) The applicant will enlist as a 09W and be scheduled for BCT, WOCS and flight school. STO is not authorized for this program.
   (4) The recruit must be enlisted based on a valid or preserved aviation vacancy.
   (5) Recruiters will coordinate with the State Warrant Officer Strength Manager to process these applicants.
   (6) Obtain endorsement from the state CCWO (Command Chief Warrant Officer) and approval from the SAO (State Aviation Officer) prior to enlistment.
(7) Program availability is limited by allocated aviation training seats (IERW) to the applicable state/territory or HRR (when seats are centrally available), as well as training funds allocated by ARNG-HRR. Training path and funding must be coordinated prior to enlistment with ARNG-HRR and ARNG-AVO.

(8) The following documents will be submitted to ARNG-HRR in order to create the training path for projecting the applicant and enlistment:
   (a) Approved NGB Form 89
   (b) SIFT test results with passing score
   (c) Approved Flight physical
   (d) Flight selection Board approval memo
   (e) OPAT test results with Physical Demand Category of “HEAVY”
   (f) DD Form 369

(9) Applicants for this program will appear before the Federal Recognition Board without a security clearance. The security clearance will be initiated at the Military Entrance Processing Station upon enlistment.

(10) If the Soldier does not complete flight school they will return to the ARNG, attend AIT and be retained as an enlisted member, or they may be separated from the ARNG for failure to complete initial entry training.

j. Service obligation. All enlisted Soldiers appointed as officers, upon completion of OCS (Federal or State) and WOCS, incur a two-year contractual obligation and mandatory MUTA attendance upon initial appointment in the ARNG. This period must be served in an active status in the ARNG and will run concurrently with any remaining statutory obligation.


The Reserve Officers Training Corps (ROTC) Simultaneous Membership Program (SMP) is a voluntary officer-training program designed to increase the number of ROTC officers available for Reserve Forces Duty. Applicants will meet eligibility requirements listed in AR 601-210 paragraph 9-14, the Reserve Component Directorate, and CC Regulation 145-1. All 09R applicants will be fully processed at the MEPS and have a validated checklist (HRR Form 200) and control number via RZ workflow before REQUEST reservation and enlistment. SMP applicants are divided into two categories. Potential SMP and Contracted Cadet/SMP.

a. Eligibility (NPS/ PS). A Potential SMP (09R1) is an individual who is not contracted with ROTC or enrolled in the advanced course. Advanced courses are Military Science (MS) III and IV. High School Seniors who do not meet the eligibility requirements will not be considered for this program. These applicants will:
   (1) Be a citizen of the United States.
   (2) Meet age requirements in AR 601-210, para 9-14e (5) and (6).
   (3) Have AFQT of 31 or higher and one of the following –
      (a) 850 SAT
      (b) 19 ACT
   (4) Applicants who require a suitability review, a civil conviction waiver, or administrative waiver for separations are not authorized to access until granted approval.
   (5) Suitability review submissions will include:
      (a) Hand-written applicant statement.
      (b) Court documents/police checks for charges being reviewed.
      (c) Complete discharge documents (if applicable).
      (d) OSM/PMS endorsement (telephonic or in-person) including the meritorious consideration.
   (6) Meet medical fitness standards as outlined in AR 40-501, Chapter 2.
   (7) Be enrolled in a full time regular course of instruction leading to a baccalaureate or advanced degree at an eligible institution hosting, or having a cross enrollment agreement or extension center agreement with another institution hosting an Army ROTC program.
   (8) Be enrolled as MS I or II.
   (9) Provide a PMS certification (in memorandum format) explaining when the applicant will be enrolled in the advanced course.
   (10) Have a REQUEST reservation for BCT and ship within 270 days from enlistment, if applicable.
b. Eligibility (NPS/PS).  A Contracted Cadet/SMP (09R2) is an individual who is contracted with ROTC and has executed NGB Form 594-1 and DA Form 597 or 597-3. These applicants will-

1. Be a citizen.
2. Meet age requirements in AR 601-210, para 9-14e (5) and (6).
3. Have AFQT of 31 or higher.
4. Have a minimum grade point average of 2.0 (on a 4.0 scale) for non-scholarship applicants and 2.5 for scholarship applicants.

5. Applicants who require a suitability review, a civil conviction waiver, or administrative waiver (RE-code) are not authorized to access until approved.
6. Suitability review will include:
   a. Hand-written applicant statement
   b. Court documents/police checks or ROTC waiver
   c. Complete discharge documents (if applicable)
   d. OSM/PMS endorsement (telephonic or in-person) including the meritorious consideration

7. Obtain a Chapter 2 MEPS physical.

c. Personnel management of 09R applicants.

1. PS applicants will enlist for a minimum term of service of 4 years. NPS applicants will enlist for an 8 year term of service (minimum 4x4 option).
2. Recruiters will complete the enlistment packet in RZ using the 09R2 HRR Form 200. State Operations will QC the packet and submit a suitability workflow. Processing may continue once the control number has been issued.
3. Reporting code 09RZO will be assigned when all provisions for acceptance into the SMP are fulfilled.
4. SMP participants will be assigned as an officer trainee in a unit based on current or projected commissioned officer vacancies.
5. Training requirement.
   a. Non-contracted SMP (09R1) require BCT.
   b. Contracted SMP (09R2) do not require BCT. Those who require BCT will be built in REQUEST as 09R1.
6. Soldiers who voluntarily withdraw from or are involuntarily removed from SMP must enter IET within 180 days of the effective date of the ROTC disenrollment memo. These Soldiers are required to complete their remaining service obligation.
   a. The Soldier must be deployable within 24 months (time starts the effective date of the ROTC disenrollment) or be discharged.
   b. Soldiers who refuse to attend IET will be immediately discharged.
7. Advance contracted SMPs to the pay grade of E-5 with title of Cadet.
8. SMP applicants must follow operational guidance to obtain a control number from ARNG-HRR-ASO prior to enlistment.

d. Waivers and Exceptions to Policy.

1. Applicants who contract under an Enlisted MOS enlistment option are not authorized to Renegotiate (RENO) into Officer producing enlistment options (09R). Exceptions to Policy (ETP) for GRFD Scholarship nominees may be granted on a case by case basis, and are not guaranteed.
2. Applicants who do not qualify for the Scholastic Aptitude Test or American college Test may request a waiver when the applicant has achieved a general technical score of 110 or higher. All applicants must have an AFQT of 31 or higher.
3. Waivers for using GT score for 09R applicants will be granted as part of the RZ workflow when issuing a control number.

e. Service obligation. All Soldiers appointed as Officers from ROTC will incur an eight-year statutory obligation and a mandatory RR participation obligation as identified in Table 2-1, AR 135-91.

9-21. Foreign Language Recruiting Initiative (FLRI) 09C Enlistment Option

The FLRI 09C enlistment option is authorized for all ARNG RRBs. In order to fully maximize the FLRI and its utility to the ARNG, it will be open to anyone for whom English is a second language.

a. Authorization. All FLRI enlistments are only authorized in the first two quarters of the fiscal year. This is to allow enough time for the FLRI candidate to complete English language training and retest on the AFCT, to minimize the impact of CAT IV enlistments within a fiscal year on other programs.

b. Eligibility.
(1) Be a high school graduate
(2) Be a non-prior service applicant
(3) Attain an Armed Forces Qualification Test (AFQT) score of 21-30 on the ASVAB with a qualifying line score of 54 in the AO subtest. Applicants with a 31 AFQT or higher will be enlisted for any program they qualify for, to include those applicants required to attend ESL training. If the individual took the SASVAB (School ASVAB Version), they must retest at the MEPS utilizing the CAT ASVAB. Mobile Examination Test (MET) Sites are not authorized for FLRI applicants.
(4) Achieve a passing score on the TAPAS.
(5) Achieve a score between 40 and 74 on the English Comprehension Language Test (ECLT) or American Language Course Placement Test (ALCPT) at the MEPS.
(6) Be assigned to the State JFHQ in an excess position until completion of English as a Second Language (ESL) training, retesting, and renegotiation of MOS and unit.
  c. FLRI applicants will be informed of the following -
  (1) Soldier will not initially be guaranteed training in any specific MOS/CMF.
  (2) Soldier will not initially be guaranteed an assignment to any specific station, unit, command, or area.
  (3) Soldiers will be required to attend the ESL Program at Lackland AFB, TX for up to 30 weeks based on current ECLT score.
(4) All applicants whose primary language is not English will access as MOS 09C1L00YY and in process Reception Battalion at Fort Sill, OK prior to attending ESL at Lackland AFB, TX. The GC will ensure that all FLRI applicants accessing under the FLRI option reflects RECBN at Fort Sill, OK.
  d. Personnel management upon ESL Program completion.
  (1) Soldier will be administered the ECLT or the ALCPT upon completion of ESL Program. Soldiers scoring 75 or greater, will be required to take the Armed Forces Classification Test (AFCT). If the Soldier fails to attain the required score of 75 or better on the ECLT, the individual will be separated from the Army National Guard as an entry-level separation, regardless of AFQT and aptitude area scores. Telephonic waivers to this rule will be reviewed on a case-by-case basis by ARNG-HRR-O for Soldiers scoring 70-74.
  (2) The resulting scores from the AFCT will become the scores of record from which qualifications for training and enlistment programs will be determined. If an AFCT of at least 21 is not obtained with at least one qualifying aptitude area score, the Soldier will be assigned an MOS and enlistment program based on their initial ASVAB score.
  (3) Soldiers failing to qualify for an MOS will be discharged.
  (4) Soldiers discharged from the FLRI program, regardless of reason, will not be eligible to re-enter the FLRI program. These applicants will be considered GNPS.
  (5) RENO will be managed through the LNO and coordinated with the RRB.
Appendix A
References

Section I
Required Publications

None

Section II
Related Publications

Department of Defense Publications

DODI 1312.1-I
Occupational Conversion Index

DODI 6130.03
Medical Standards for appointment, enlistment, or induction into military services

DOD Manual 1145-02
Military Entrance Processing Station

Army Publications

AR 40-501
Standards of Medical Fitness

AR 135-91
Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures.

AR 135-178
Enlistment Administrative Separations

AR 135-180
Retirement for non-regular service

AR 350-1
Army Training and Leader Development

AR 140-10
Assignments, Attachments, Details and Transfers

AR 145-1
Senior Reserve Officers’ Training Corps Program: Organization, Administration, and Training.

AR 600-8-19
Enlisted Promotions and Reductions

AR 600-9
Army Weight Control Program

AR 600-13
Army Policy for Assignment of Female Soldiers
AR 600-20
Army Command Policy

AR 601-210
Active and Reserve Components Enlistment Program

AR 635-5-1
Separation Program Designator (SPD) Codes - (Available ONLY from Army Knowledge Online (AKO))

AR 670-1
Wear and Appearance of Army Uniforms and Insignia

DA Pam 611-21
Military Occupational Classification and Structure

USAREC Regulation 601-56
Waiver, Future Soldier Program Separation, and Void Enlistment Processing Procedures

National Guard Bureau Publications

NGR 310-10
Military Orders

NGR 600-100
Commissioned Officers - Federal Recognition and Related Personnel Actions

NGR 600-101
Warrant Officers - Federal Recognition and Related Personnel Actions

NGR 600-200
Enlisted Personnel Management

NGR 614-1
Inactive Army National Guard

Section III
Prescribed Forms

HRR Form 100
Field Enlistment Checklist

HRR Form 200
ARNG 09R and 09S Checklist

HRR Form 202
ARNG Federal OCS Checklist

HRR Form 369
Live Scan Authorization

NGB Form 22-3
Request for Waiver (ARNG)

NGB Form 22-5-R-E
Addendum to DD Form 4 - Approval and Acceptance by Service Representative for Interstate Transfer in the Army National Guard

1 June 2019
MIRS
Recruiter Zone
Leader Zone
Live Scan

Section IV
Referenced Forms

Department of Defense Forms

DD Form 4
Enlistment/Reenlistment Document - Armed Forces of the United States

DD Form 368
Request for Conditional Release

DD Form 369
Police Records Check

DD Form 1966
Record of Military Processing - Armed Forces of the United States

DD Form 2807-1
Report of Medical History

DD Form 2808
Report of Medical Examination

Department of Army Forms

DA Form 2-1
Personnel Qualification Record

DA Form 1811
Physical Data and Aptitude Test Scores upon Release from Active Duty

DA Form 4187
Request for Personnel Action

DA Form 4836
Oath of Extension of Enlistment or Reenlistment

DA Form 7349
Initial Medical Review – Annual Medical Certificate

Other Forms

USMEPCOM Form 680-3A-E
Request for Examination

SOM Form 1230
Band Audition Report

1 June 2019
Standard Form 50
Notification of Personnel Action

Standard Form 86
Questionnaire for National Security Positions

Section V
Abbreviations

AD
Active Duty

AFCT
Armed Forces Clarification Test

ARISS
Army Recruiting Information Support System

ARNG
Army National Guard

CAR
Chief, Army Reserve

CG
Commanding General

DAT
Drug and alcohol test

ERM
Electronic Records Management

GC
Guidance Counselor

GCRc
Guidance Counselor Redesign

HIV
Human Immunodeficiency Virus

HS2FS
High School to Flight School

M2G
Marine to Guard

MATS
Medical Action Tracking System

MIRS
MEPCOM Integrated Reporting System

NCO
Noncommissioned Officer
NPS
Non-prior Service

OAD
Other adverse disposition

PE
Physical Examination

PHA
Physical Health Assessment

PS
Prior Service

PULHES
Physical capacity, Upper extremities, Lower extremities, Hearing, Eyes, Psychiatric

RA
Regular Army

RC
Reserve Component

RE
Reentry eligibility

REQUEST
Recruit Quota System

RR
Ready Reserve

RRB
Recruiting and Retention Battalion

RRC
Recruiting and Retention Commander

RRNCO
Recruiting and Retention Noncommissioned Officer

RRSC
Recruiting and Retention Section Chief

RSP
Recruit Sustainment Program

S-3
Operations Officer

SELRES
Selected Reserve

SR
Suitability Review
Appendix B
Supporting Documents

B-1. DD Form 370 will be used for all required references. The individual providing a character reference on an applicant may compose their own on bond paper or stationery instead of using the DD Form 370. However, identification data must be included. DD Form 370 may be hand-carried.

a. DD Form 370 will be obtained from all employer(s) for the year prior to waiver application. If the applicant has been unemployed for the year prior to waiver application then DD Form 370 will be obtained from the most recent employer. Any period of unemployment of three-months or longer will be explained in hand written statement. If an applicant states that a reference request will jeopardize current employment, DD Form 370 will not be obtained. If an applicant has been self-employed during the year period prior to waiver application a minimum of one DD Form 370 will be obtained from person(s) for whom the applicant performed services. DD Form 370 from employer(s) is not required to process TAG level conduct waivers unless required by TAG.

b. DD Form 370 will be obtained from schools and/or colleges where the applicant attended within three-years of application. Academic transcripts will be included if the applicant is currently attending college. DD Form 370 will be addressed to counselor or school administrator having access to the applicant’s records. When the school in question is not in session and the DD Form 370 is required; notify the ASO for instructions to continue the process. An example of a DD Form 370 sent to schools will be addressed as follows:

East St. Louis Senior High School
ATTN: Counselor or
4901 State Street
9500 South King Drive
East St. Louis, IL 62207 Chicago, IL 60628

Chicago State University
ATTN: Registrar
9500 South King Drive
Chicago, IL 60628

East St. Louis Senior High School
4901 State Street
East St. Louis, IL 62207

Chicago State University
9500 South King Drive
Chicago, IL 60628

(c) DD Form 370 obtained by other armed service, RA or USAR recruiters will not be used for ARNG applications.

d. Recruiting office information block on DD Form 370 will be filled in completely. The date signed will be the date the DD Form 370 is initiated.

   (1) DD Form 370 is valid for six-months, unless applicant has not been rehired or attended school since the date of initial reference.

   (2) Telephonic completion of DD Form 370 is not authorized.

B-2. DD Form 369 will be used to obtain all criminal record information from law enforcement agencies. This information is considered confidential and will not be disclosed for other than recruiting purposes. Signed for is only valid for six months when submitted for waiver processing. All applicants will sign the
DD Form 369, regardless of if the law enforcement agency requires the signature for processing. DD Form 369 processed by other services, including RA or USAR, will not be accepted for applicants processing into the ARNG.

B-3. USAREC Form 601-210.02. Recruiters will obtain the court documents for the charges requiring the waiver; the burden of proof remains with the applicant. When records are sealed, expunged, destroyed, or carry a fee, it is the applicant’s responsibility to provide sufficient documentation to determine eligibility. This form may be used to obtain information from probation and parole officers. This form will include the period of probation or conditions and the reason terminated. If checks with court agencies indicate that no probation or parole history is involved, the form is not required.

B-4. A copy of the DD Form 2807-1 and DD Form 2808, with DAT results, will be submitted with all waivers sent to DARNG. These documents are required for all TAG waivers when the charge(s) being waived are related to drugs and alcohol.

B-5. Applicants who require a dependency, hardship, or spouse of a military member waiver will complete DA Form 3072-2. The applicant will fill out the form using their monthly income and liabilities against civilian and military pay. Instructions for preparing the form are:
   a. Block 1 and 2. Self-explanatory
   b. Block 3. Enter current income, or if currently unemployed, enter monthly salary and termination date of last period of employment. Other income includes spouse’s income, money from odd jobs, and child support. The applicant must state clearly where the income comes from. Other income if enlisted should cover any anticipated income while serving in the military from sources other than military.
   c. Block 4a. Liabilities against current income will include all expenses paid out by the applicant and spouse (for example, credit cards, loans, or child support). Explain and break down what constitutes the “payment of other debts and other indebtedness or financial obligations” indicated in block 6.
   d. Block 4b. Liabilities against military income should include most of the liabilities listed in block 4a, unless the particular debt is paid prior to enlistment. Explain this in the remarks section. This block is mandatory regardless of which component the applicant is enlisting. When completing this block, assumptions that housing will be provided should be avoided.
   e. Block 5. Include all assets owned such as boats, recreational vehicles, mutual funds, or certificates of deports.
   f. Block 6. Used to clarify anything listed on the form that require further explanation. Include all pertinent information related to current and future financial stability.
   g. Applicant and witness will sign.

B-6. All documents used in waiver requests will be typed or completed in ink. Pencil and crayon entries are not authorized. Applicant letters will be hand written and will support a meritorious reason for the request. A typed version may be prepared and added to the request to translate poor penmanship.

B-7. HRR Form 100, Field Enlistment Checklist. This form will be used to ensure requirements are meet for a Field Enlistment. Completed checklists will be forwarded to MEPS for processing.

B-8. HRR Form 200, ARNG 09R and 09S Checklist. This form is used to ensure requirements are meet for in support of the 09R and 09S options. Completed checklists will be forwarded to MEPS for processing.

B-9. HRR Form 201, ARNG Federal OCS Checklist. This form is used to ensure requirements are meet for Federal OCS. Completed checklists will be forwarded to MEPS for processing.

B-10. HRR Form 202, Basic Branch Officer Accession Moral Checklist. This form will be used when requesting a Basic Branch Officer Accession Moral Waiver.

B-11. HRR Form 203, Warrant Officer Accession Moral Checklist. This form will be used when requesting a Warrant Officer Accession Moral Waiver.
B-12. HRR Form 204, Specialty Branch Accession Moral Checklist. This form will be used when requesting a Specialty Branch Officer Accession Moral Waiver.

B-13. HRR Form 369, Live Scan Consent for Enlistment. The purpose of this form is to obtain consent of applicant’s fingerprints prior to enlistment in order to prevent fraudulent entry. Completed forms will be uploaded into applicant ERM. The MEPS GC is not authorized to annotate corrections to this form. Instructions are listed below.
   a. Recruiters will ask applicants questions 1-8 and select the appropriate answer. All yes answers require an explanation in the remarks section. For all law enforcement incidents list the following details: approximate date of the offense(s); City, County and State of the police and court(s); and the disposition or outcome. Prior service applicants must list all violations that occurred prior to, during and/or after enlistment into military service. For applicants who answer no to all questions, the remarks page is not required.
   b. The recruiter must provide the applicants full name and PRID.
   c. Upon completion of the form, the recruiter will provide their full name and date as well as their digital signature.

B-14. NGB Form 21, Annex A, DD Form 4, Enlistment/Reenlistment Agreement (ARNG). This form will be used as the official record the enlistee was duly counseled and advised as to all aspects of their enlistment in the ARNG. This form is available only in an electronic format on the Army National Guard Publications and Forms Library at https://www.ngbpdc.ngb.army.mil.

B-15. NGB Form 22-3, Request for Waiver (ARNG). This form may be used to request ARNG waivers and exceptions to policy as described regarding enlistment in the ARNG. TAG, or their designated representative, will determine use of NGB Form 22-3 within the State and will authenticate the form for all request for waivers submitted through WATS to ARNG-HRR. This form is available only in an electronic format on the Army National Guard Publications and Forms Library at https://www.ngbpdc.ngb.army.mil. Instructions are listed below.
   a. To. Enter the approval authority for the disqualifying condition and the mailing address.
   b. From. Enter the unit of assignment, address, and UIC or State TAG and mailing address.
   c. Date. Enter the date the request was forwarded to the next level.
   d. Name. Enter the name of the person for which the waiver is being submitted in Last, First, Middle Initial format.
   e. MTOE/TDA PARA/LINE No., MOS. Enter the MTOE/TDA paragraph and line number, with appropriate MOS the applicant is enlisting.
   f. Disqualification. Enter the type of waiver being requested (for example. Dependency, medical, lost time, etc.)
   g. Paragraph. Enter the paragraph from the AR 601-210 or ARNG AOC for the disqualifying condition requested to be waived.
   h. Authority/Regulation. Enter the ARNG AOC and publication date.
   i. Recommendation. Enter the unit commander’s recommendation for approval of the waiver. Recommendation must include an appraisal of the applicant’s potential value to the service and expected value to the unit.
   j. Section I.
      (1) Item a. Choose Honorable or Other. If other, specify the type of discharge.
      (2) Item b. For PS, enter the date of discharge from discharge document. For NPS, enter “NPS”.
      (3) Item c. Enter the reenlistment code from discharge document.
      (4) Item d. Enter the separation program designator.
      (5) Item e. Enter the authority the Soldier was last separated from.
      (6) Item f. Enter the information as listed on the discharge document. Do not enter social security number.
      (7) Item g. Enter prior service. (USA, USAR, ARNG, USN, USAF, USMC, USCG)
      (8) Item h. Enter the prior service entry date from discharge document.
      (9) Item i. Enter the discharge date.
   k. Section II. Required for prior service applicants.
      (1) Item a. When no incidents exists, enter “NONE” in date block. When incidents exists, enter appropriate information. Types are relative to Article 15 and Courts Martial.
(2) Item b. If no incidents exists enter “NONE” in the number of days block. When lost time does exists, complete all columns in category.

(3) Item c. If no promotions exists in last period of service, enter “NONE”. If applicant has received promotion(s), then provide requested information.

(4) Gaining unit commander or representative. Enter the typed name and grade.

(5) Signature and date. Self-explanatory.

(6) Continuation from previous lines. If more space is required, continue on plain white paper, number additional pages sequentially starting with page 3.

B-16. NGB Form 594, Annex to DD Form ARNG Civilian Acquired Skills Program Agreement. This form is to be used as the official MOU stating which enlistment option and pay grade an enlistee is entitle to obtain when enlisting into the ARNG under the CASP and subsequent acknowledgement of additional agreements by such an enlistee. This form is available only in an electronic format on the Army National Guard Publications and Forms Library at https://www.ngbpdc.ngb.army.mil.

B-17. NGB Form 900, High School Verification. This form will be used to verify applicants who claim to be in good standing to graduate as high school students. This form will be used to construct the MRD for CIHSJR applicants. Completed forms will be uploaded into applicant ERM. The MEPS GC is authorized to annotate corrections to this form when verified telephonically. This form is available only in an electronic format on the Army National Guard Publications and Forms Library at https://www.ngbpdc.ngb.army.mil.

   a. Block 1. Enter students name in last, first, middle name format.
   b. Block 2. Select state in which the student will enlist into the ARNG.
   c. Block 3a. Enter complete school name.
   d. Block 3b. Enter complete physical address for school. P.O. Box addresses are not authorized for this block.
   e. Block 4. Select student current grade level. High school junior or senior.
      (1) 4a. Enter date student will graduate. Estimated dates are authorized for CIHSJR where the final graduate date has not been established.
      (2) 4b. Enter the last regularly scheduled day of school for current school year.
      (3) 4c. Enter the first regularly scheduled day of school for the upcoming school year. Leave this block blank for current seniors.
   f. Block 5. Enter number of days authorized to miss from school. This number must be captured by the parent/guardian of the applicant, regardless of applicant age. Collect name, signature, and date of applicant and/or parent/guardian. Parent/Guardian signature is required when the applicant is less than 18 years old. Recruiter will enter their name, date and sign. Digital signatures are not mandatory with use of this form.

B-18. NGB Form 901, College Enrollment Verification. This form will be used to verify applicants who claim to be enrolled as a student at a University or college. This form will be used to determine the applicant’s education level as well as establish the earliest date available to attend training. Completed forms will be uploaded into applicant ERM. The MEPS GC is authorized to annotate corrections to this form when verified telephonically. This form is available only in an electronic format on the Army National Guard Publications and Forms Library at https://www.ngbpdc.ngb.army.mil.

B-19. NGB Form 902, Tattoo Screening. This form will be used to capture descriptions of an applicant tattoo(s) that may require an ETO for enlistment purposes. This form is not required as long as the tattoos meet current standards. Completed forms will be uploaded into applicant ERM. The MEPS GC is not authorized to annotate corrections to this form. This form is available only in an electronic format on the Army National Guard Publications and Forms Library at https://www.ngbpdc.ngb.army.mil.

B-20. NGB Form 905, Suitability and Waiver Checklist. This form is used to assist the RRNCO and the RRSC with Suitability Review and Enlistment Waiver requests. Completed forms will be uploaded into applicant ERM. ASO is authorized to annotate corrections to this form when supported by substantiated
documents and verified telephonically. This form is available only in an electronic format on the Army National Guard Publications and Forms Library at http://www.ngbpdc.ngb.army.mil.

B-21. NGB Form 906, College First Enlistment Option Statement of Understanding (SOU). This form will be used by the MEPS GC to determine eligibility for the college first enlistment option, explain requirements when entering the college first option, and to document the Soldier's understanding of the college first enlistment option. Completed forms will be attached to the DD Form 1966 and uploaded into applicant ERM. This form is available only in an electronic format on the Army National Guard Publications and Forms Library at https://www.ngbpdc.ngb.army.mil. This information will become part of the Soldier's military personnel records which are used to document personnel management actions.

Appendix C
Whole Person Concept

C-1. Conduct standards generally deal with acceptability of persons with police records. They are designed to screen out persons who are likely to become serious disciplinary problems and who thus divert resources from the performance of military missions.

C-2. Conduct and physical standards and education level are considered in determining the applicant's acceptability for military service. Therefore, the applicant’s history of police involvement will be elicited and checked. Conduct waivers will be required when the applicant has another adverse disposition (OAD) as a juvenile and/or adult, or when criminal charges resulting in conviction or action by a court amount to a finding of guilty. This in accordance with the Department of Defense principle that an individual whose pattern of behavior poses a serious question as to their fitness for service should be given a special review at an appropriate level before being accepted or rejected for service. Waivers in AR 601-210, chapter 4, are required only in cases of conviction or OAD. Suitability will be determined in accordance with AR 601-210, paragraph 4-2.

C-3. All conduct waivers will be considered under the whole-person concept and based on the overall merit of the application. Areas of consideration under this concept include, but are not limited to: number of offenses, severity of the charges, actual sentence, applicant's age at time of violation, physical qualification for enlistment, employment history of applicant, educational achievements of applicant, and favorable comments from probation and parole officers, employers, and school officials.

a. Conduct waivers will be granted only in exceptionally meritorious cases. These cases must present clear evidence of rehabilitation and a high assurance that the individual will not become a disciplinary problem.

b. Commanders will closely adhere to the above criteria for conduct waiver processing. The authority to grant or recommend approval on an application for conduct waiver will neither be routine nor a rubber stamp exercise.

C-4. The review of waiver applications is very important. The waivers expert (civilian or military), operations NCO, or the action officer must thoroughly review all documentation provided prior to making a recommendation to TAG. Each applicant must be considered on an individual case based on such factors as the nature of the offense, age when committed, punishment imposed, etc. No specific formula can be developed which determines that the applicant is acceptable. The required documents contain significant facts which will provide insight and must be thoroughly reviewed.

a. An important factor to be considered is the offense and its seriousness. AR 601-210 lists offenses ranging from traffic to major misconduct. Insight into the seriousness of the offense may be accomplished by analyzing the sentence (for example. amount of the fine, length of probation or parole, whether confinement was imposed, and if so, the length of confinement).

b. The frequency and number of offenses, both serious and minor, provides an indication of the applicant’s respect or disrespect for authority. However, initial impression and comparison to other people that the reviewer has known must be tempered with consideration of supporting documents.

c. The age of the applicant at the time of the offense is also extremely important. Younger offenders may not have attained enough maturity to recognize the seriousness of the offense or to have developed
the necessary self-control to inhibit impulses. Association with other and more aggressive persons can influence a youth to follow the crowd and commit an offense as a member of a group. To the contrary, an offense which appears to have been deliberately planned and committed alone would be considered more serious.

d. Periods and types of civil restraint (confinement, parole, probation, or suspended sentence), coupled with officials’ reports will provide some indication of the applicant’s ability to conform to rules.
e. The record of employment and reports from employers will provide a good indication of the applicant’s professional abilities, work habits, reliability, leadership potential, and determination to better themselves.

C-5. There may be a feeling that personnel at higher headquarters do not have personal contact with applicants, thereby the disapproval rate is high. Two things are important to remember are requests received by personnel at higher headquarters are normally for more serious civil offenses than those for which waiver authority has been delegated to a lower level; second, in all determinations for waiver of enlistment eligibility requirements, a detached, objective viewpoint is necessary to assure that meritorious cases warrant the exception to enlistment standards.

C-6. Termination of probation or parole within a short period of time prior to application should be closely reviewed. In the absence of specific and unequivocal remarks by the probation or parole officer that the applicant truly merited early termination, it is possible the Army is viewed as a panacea for social rejects. Cases involving an early termination of probation or parole will include a statement from the probation or parole officer indicating the basis for early termination and if it was related or unrelated to the individual’s prospective enlistment applicant.

Appendix D
Live Scan Procedures

D-1. All States, Puerto Rico, The Virgin Islands, Guam and the District of Columbia will submit fingerprints electronically, using CrossMatch BioCore CrossMatch WEBS configuration. All applicants, including Prior Service Field Enlistments and Direct Commissioning and Accessions (DCA), will be fingerprinted and results will be uploaded into the applicant Electronic Records Management (ERM) prior to enlistment. Exceptions to policy (ETP) may be considered when fingerprints cannot be captured due to equipment failure, network issues, or inclement weather. No exceptions will be considered for an applicant who is "on the floor" processing at the MEPS. Approval authority for any ETP is the ARNG-ASO (Accessions Suitability Office).

D-2. All applicants will have a completed HRR Form 369 completed prior to conducting LiveScan.

D-3. Follow the steps to install and use CrossMatch BioCore LiveScan:

a. Using the RSN (ARISS) computer, search "Software Center" in the Cortana search box near the start menu. (RCAS or State Domain computer is not authorized)
b. This will open the HRC Application Catalog. Search "Crossmatch BioCore LiveScan" and select to "Install".
c. To avoid compatibility issues, users must use Internet Explorer only. Open the following URL: https://livescan.usarec.army.mil/#login
d. Connect the LiveScan device.
   (1) First time user(s) must select the appropriate language option under the Crossmatch icon.
   (2) First time user(s) must select the LiveScan icon in the upper right portion of the screen and select "Add License".
   e. Registered users will select the BioCore Services option and when the green check icon appears, the LiveScan device is licensed to connect to the WEBS server to create enrollments.
   f. Users working to capture a LiveScan enrollment must follow the following steps.
      (1) Select "Create an Enrollment".
      (2) Select "National Guard".
      (3) Enter data in the each entry sections that contain a red asterisk (*) only. For transaction data, enter the following information-
Appendix E

Exceptions to Policy, Request Procedure

E-1. Age. NPS/GNPS applicants who have passed their 35th birthday. This exception to policy will be requested by the RRB Operations NCO. Meritorious reason(s) must be addressed. The Operations NCO will provide the following documents and submit them to ARNG-HRR (Waivers NCOIC).
   a. Handwritten applicant statement (must explain applicant’s meritorious exception).
   b. Memorandum from the RRC (must explain applicant’s meritorious exception).
   c. USMEPCOM Form 680-ADP, with valid physical, DAT, and HIV results.

E-2. Tattoos and Brandings. Applicants with any tattoo(s) that are identified as not being in compliant with the prescribing policy require an exception to policy. This exception to policy will be requested by the RRB Operations NCO. The request must identify meritorious reason(s) for this exception. The Operations NCO will provide the following documents and submit them to the ARNG-HRR (Waivers NCOIC).
   a. Memorandum from the RRC (must explain the location, description, and meaning of the tattoo).
   b. USMEPCOM Form 680-ADP, with valid physical, DAT, and HIV results.
   c. One high resolution image of the tattoo in question. Additional images may be requested when the initial image is lacking in nature. Images will be taken with applicant verbal consent and in good taste.

E-3. DMPM Waiver Processing
   a. Commanders at any level below the approving authority may disapprove waivers for applicants who do not meet prescribed standards and who do not substantiate a meritorious case, except medical waiver (excluding dual waivers where nonmedical waivers are disapproved). Requests for waivers may not be submitted within six months of disapproval.
   b. Conduct, administrative, and/or medical waiver requests (09S, 09R, and 09W) applicants will be submitted through ARNG-HRR-O when requiring DMPM approval. These requests may take up to 60 days from the time submitted from the NGB Waivers NCOIC to DMPM.
   c. DMPM waivers are required as outlined in Table 4-1 or-
      1. Any discharge resulting in Misconduct or Patterns of Misconduct.
      2. Any discharge resulting in Medical Discharge.
      3. Any applicant with a verified current diagnosis or history of any of the following mood disorders; personality disorder; disorders with psychotic features; drug or alcohol abuse or dependence; drug overdose; or any suicide attempt, or suicide gesture or ideation.
      4. Self-mutilation meeting the following criteria may be submitted for review by the Service Medical Waiver Review Authority –
         (a) A single episode before age 14 and no incident within the 5 years before application.
         (b) No evidence of any disqualifying behavioral health condition on psychiatric evaluation (ordered by the MEPS Chief Medical Officer).
         (c) Evidence of adequate coping with stressful situations.
         (d) Applicants who were previously denied accession to any branch of the military for behavioral health conditions.
   d. Suitability Review. Conduct and administrative waivers for applicants requiring DMPM approval will be submitted to the ASO prior to any processing beyond ASVAB testing. Approved suitability reviews will be
issued a SR control number by the ASO. DMPM waiver submissions without an approved SR control number will be returned without action to the requester.
e. Waiver Processing. Waiver submissions that are recommended for approval will be submitted to the DMPM using TMT by the Waivers NCOIC. Required documents for conduct and administrative routing include but are not limited to –
   1. Handwritten applicant statement, explaining all law enforcement encounters and/or prior service discharge. When the applicant is currently unemployed, they must explain why in this statement.
   2. Reference letter from employers for 1 year preceding waiver application and any schools attended in the last 3 years. When the applicant has completed education requirements after the offense, include transcripts or diploma.
   3. Police record checks, court documents, or any documents from any law enforcement agency. When the applicant was assigned to probation, documents showing completion of the probation are required.
   4. USMEPCOM Form 680-3ADP (MIRS generated). Must have drug and alcohol test result, HIV result, and ASVAB score.
   5. DD Form 2808, DD Form 2807-1, DD Form 2807-2 (must be a valid physical).
   6. When applicable, DD Form 214/215, NGB Form 22, or DD Form 220, and complete discharge packet.
   7. Passing e-validation and complete SF86.
   8. RRC recommendation memorandum. Memorandum must indicated the applicant has been interviewed about past behaviors and that there is reasonable assurance those behaviors will not pose risk to unit readiness.
   9. TAG endorsement memorandum stating all documents have been reviewed, what the disqualification is, and if they recommend the waiver be approved as meritorious.
   10. Any lower tier approved waiver must be included in the waiver
f. Medical Waivers and medical discharges. These waivers requiring DMPM approval will be submitted to the SMWRA through MATS. The ARNG Chief Surgeon Office, in conjunction with the SMWRA and ARNG-HRR-O will submit the required documents from MATS and to DMPM for waiver action. Approved DMPM waivers will be uploaded into the applicants ERM under “Medical Waiver Cover Letter”.
MEMORANDUM FOR The Adjutant General of your State

SUBJECT: Request for enlistment waiver for dependency

1. In accordance with AR 601-210 and the current Accession Options Criteria, I must have an approved dependency waiver to be processed for enlistment into the ARNG. I understand the enlistment standard requiring a dependency waiver and request your consideration in this matter.

2. I have been counseled on this matter and have determined my dependents will not be subject myself to undue personal or financial hardships when I am mobilized or ordered to active duty.

3. My dependents are:
   (Name, Relationship, Age)

Figure 1. Sample Dependency Memorandum (single parent)
MEMORANDUM FOR The Adjutant General of Your State

SUBJECT: Request for Enlistment Waiver, Administrative (Dependency/Spouse)

1. I (Spouse Name), am the spouse of (Applicant Name), a member of the United States (service/component), whose pay grade is (pay grade) and length of service is (number) years.

2. We are the parents/legal guardians of (number) child(ren).
   Name:  Relationship to me:  Age:

3. We have a valid and current family care plan. Under that plan, short-term care would be provided by (name) and long-term care would be provided by (name).

4. I request a waiver for my disqualification of dependents so that I may enlist into the ARNG.

Applicant Signature  Spouse Signature

Printed Name  SSN  Date

Figure 2. Sample Dependency Memorandum (Spouse)
MEMORANDUM FOR Director, Army National Guard (DARNG), 111 South George Mason Drive, Arlington, VA 22204-1382

SUBJECT: Enlistment waiver request for Smith, John, XXXX (last 4 ssn)

1. XXARNG (State) recommends approval for applicant with a disqualifying conviction of Domestic Violence (308). In accordance with AR 601-210, paragraph 4-6a(4), applicant requires approval from ARNG-HRR.

2. Applicant was convicted as a juvenile, has maintained a clean record since his last infraction and has satisfied all requirements from court. Applicant has paid all fines and/or restitution and has no outstanding obligations to include traffic tickets.

3. Applicant has a favorable suitability review, control # SR13-0000 (if applicable).

4. This memorandum will be uploaded into the applicant electronic record.

5. POC for this correspondence is (operations NCO, Waivers analyst).

NATHAN R. JESSUP
Major General
Adjutant General

Figure 3. Sample DARNG Memorandum
MEMORANDUM THRU XXARNG RRB (Your State), 1 National Guard Road, Columbia, South Carolina 29201-0001

FOR Commander (Unit of assignment)

SUBJECT: Enlistment waiver request for Smith, John, XXXX (last 4 ssn)

1. Waiver for applicant is APPROVED for disqualifying misconduct offense(s) ASSAULT (300) and UNLAWFUL ENTRY (326). In accordance with AR 601-210, applicant requires TAG approval.

2. Applicant was convicted as a juvenile, has maintained a clean record since his last infraction and has satisfied all requirements from court. Applicant has paid all fines and/or restitution and has no outstanding obligations to include traffic tickets.

3. Applicant has a favorable suitability review, control # SR13-0000 (if applicable).

4. This memorandum will be uploaded into the applicant electronic record.

5. POC for this correspondence is (operations NCO, Waivers analyst).

AUTHORITY LINE:

NATHAN R. JESSUP
Colonel, AG
Chief of Staff

Figure 4. Sample TAG Memorandum
**POLICE RECORD CHECK**

The public reporting burden for this collection of information is estimated to average 27 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, at arsna.rjcl.10420.001.dod-infomation.collections.001.ml. Respondents should be aware that furnishing any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

Pleasing do not return your form to the above organization. Return completed form to address shown at bottom of form.

SECTION I - (To be completed by Recruiting Service)

<table>
<thead>
<tr>
<th>2. NAME OF APPLICANT (Last, First, Middle Name(s), Alias)</th>
<th>3. SEX</th>
<th>4. PLACE OF BIRTH</th>
</tr>
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<tbody>
<tr>
<td>Sanders, Curtis, Randall</td>
<td>MALE</td>
<td>a. CITY</td>
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<tr>
<th>b. COUNTY</th>
<th>c. STATE</th>
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<tr>
<td>Greenville</td>
<td>SC</td>
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<table>
<thead>
<tr>
<th>5. DATE OF BIRTH (YYYYMMDD)</th>
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<th>b. RACIAL CATEGORY (Choose one or more)</th>
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<td>(1) AMERICAN INDIAN/ALASKA NATIVE</td>
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<td></td>
<td>(2) NOT HISPANIC OR LATINO</td>
<td>(2) ASIAN</td>
</tr>
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<td></td>
<td></td>
<td>(3) BLACK OR AFRICAN AMERICAN</td>
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</table>

<table>
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<th>c. SOCIAL SECURITY NUMBER</th>
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<tr>
<th>6. ADDRESS IN ADDRESSEE'S JURISDICTION (See &quot;MAIL TO&quot; box)</th>
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<tbody>
<tr>
<td>a. NUMBER AND STREET (Include apartment no.)</td>
</tr>
<tr>
<td>1 North Main Street, APT 15</td>
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<table>
<thead>
<tr>
<th>c. STATE</th>
<th>d. ZIP CODE</th>
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<tr>
<td>SC</td>
<td>29607-1001</td>
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<th>e. FROM (YYYYMMDD)</th>
<th>f. TO (YYYYMMDD)</th>
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<td>20190517</td>
<td>20190517</td>
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<table>
<thead>
<tr>
<th>7. PERSON MAKING THIS REQUEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. NAME (Last, First, Middle Name(s))</td>
</tr>
<tr>
<td>Recruiter, Isma, Good</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>c. SIGNATURE</th>
<th>d. TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>RRNCO</td>
</tr>
</tbody>
</table>

**SECTION II - (To be completed by Applicant)**

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. Sections 136, 504, 505, 12102; 14 U.S.C. Sections 351 and 632; DoD 1304.2; DoD 134.26, and DoJ 007 (SSN), as amended.

PRINCIPAL PURPOSE(S): The information collected on this form is used to screen and identify applicants to support Armed Forces who may have discernible involvement with the police or other law enforcement agencies. Completed forms are used to conduct background checks on applicants for accession into the Armed Forces. Completed forms are covered by recruiting and military personnel ORDs. Personnel involved in the background checks on applicants are covered by an ORD.

ROUTINE USE(S): The routine uses are found in the associated system of record as listed below:

|---------------------------------------------------------------------------|--------------------------|

DISCLOSURE: Voluntary. However, failure of the applicant to complete Section II may result in refusal of enlistment in the Armed Forces of the United States. An applicant's SSN is used to conduct the police records check and keep all records therein in the enlistment process.

11. I HEREBY CONSENT TO RELEASE FROM YOUR FILES THE INFORMATION REQUESTED BELOW.

<table>
<thead>
<tr>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curtis Randall Good</td>
</tr>
</tbody>
</table>

SECTION III - (To be completed by Police or Juvenile Agency)

The person described above, who claims to have resided at the address shown above, has applied for enlistment in the Armed Forces of the United States. Please furnish from your files the information relative to Section III below. A return envelope is provided for your convenience.

12. DOES THE APPLICANT HAVE A POLICE OR JUVENILE RECORD, TO INCLUDE MINOR TRAFFIC VIOLATIONS? (IF YES, WHAT WAS THE OFFENSE OR CHARGE, DATE, DISPOSITION AND SENTENCE?)

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

13. IS APPLICANT NOW UNDERGOING COURT ACTION OF ANY KIND? (IF YES, GIVE DETAILS.)

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

THIS IS TO CERTIFY THAT THE ABOVE DATA, AS CORRECTED, ARE TRUE AND CORRECT ACCORDING TO THE RECORD ON FILE IN THIS OFFICE. THIS INFORMATION IS CONFIDENTIAL AND CANNOT BE USED IN ANY OTHER MANNER EXCEPT FOR OFFICIAL PURPOSES.

<table>
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<th>DATE (YYYYMMDD)</th>
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<th>VERIFIED BY (Signature)</th>
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<tbody>
<tr>
<td>20190517</td>
<td>Records Clerk</td>
<td>John Kane</td>
</tr>
</tbody>
</table>

LAW ENFORCEMENT AGENCY

MAIL TO:

<table>
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<tr>
<th>Law Enforcement Agency</th>
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</thead>
<tbody>
<tr>
<td>1 Police Plaza</td>
</tr>
<tr>
<td>Greenville, SC 29607</td>
</tr>
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</table>

RECRUITING AGENCY

MAIL FROM:

<table>
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<th>SC Recruiting Office Location</th>
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</thead>
<tbody>
<tr>
<td>ATTN: SFC Recruiter</td>
</tr>
<tr>
<td>1 Minuteman Lane</td>
</tr>
<tr>
<td>Greenville, SC 29607</td>
</tr>
</tbody>
</table>

DD FORM 369, APR 2019

PREVIOUS EDITION IS OBSOLETE.
PROBATION OFFICER AND/OR COURT RECORDS REPORT
(For use of this form see USAEC Form 601-210)

TO:
Greenville Municipal Court
426 North Main Street, Greenville, SC 29607

DATE:
10/30/2018

INDIVIDUAL NAMED BELOW IS A POTENTIAL ENLISTEE IN THE UNITED STATES ARMY:

NAME:
Sanders, Curtis, Randall

DATE OF BIRTH:
08/16/2001

ADDRESS:
1 North Main Street APT 15
Greenville, Greenville, SC 29607

Applicant claims to have a record of civil offenses and/or juvenile dispositions. This is not in itself a bar to enlistment, providing a waiver of such adjudications or convictions is granted and providing he or she is otherwise qualified. Fitness for military service is judged by the individual’s character at the time of enlistment application.

In order that the individual’s moral qualifications for enlistment may be determined, it is requested that you complete this form’s reverse side. Please include information on any charge(s), conviction(s), or adjudication(s).

Thank you for your assistance in this matter.

RETURN TO:
Recruiting Office Location
ATTN: RRNCO
City, State, Zip

Request that you release all information concerning my juvenile and/or adult record.

(Signature of applicant)

USAREC Form 601-210.02, 1 Mar 2015
<table>
<thead>
<tr>
<th>Technical name of offense for which bond was granted</th>
<th>Date of offense</th>
<th>Date of trial or hearing</th>
<th>Disposition to include sentence (who lost charges amended or reduced to a lesser charge)</th>
<th>Indicate whether probation was supervised or unsupervised</th>
<th>What are the conditions of probation (including unsupervised probation) or conditional release</th>
<th>What was the defendant last court record</th>
<th>Indicate whether defendant was granted a bond or not</th>
<th>Maximum penalty when convicted by an adult</th>
<th>Tried as an adult or juvenile</th>
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<tbody>
<tr>
<td>Speeding</td>
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<td>12/19/17</td>
<td>Not Guilty</td>
<td>N/A</td>
<td>N/A</td>
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<td>N/A</td>
<td>$81</td>
<td>Adult</td>
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Is there any pending court action? [ ] Yes [ ] No

Remarks and recommendations (include ability to work with others, character, family background, etc): N/A

Have all fines (and/or restitution) been paid? [ ] Yes [ ] No [ ] N/A

Name of Agency: Greenville Municipal Court

Signature: [Signature]

Official Title: Clerk of Court

Figure 6. USAREC Form 601-210.02
MEMORANDUM FOR National Guard Bureau Chief, Officer Policy Section (ARNG-HRH-O), 111 South George Mason Drive, Arlington, VA 22204-1373

SUBJECT: OCS Enrollment and Attendance History

1. Insert applicant name, has previously enrolled in or attended Officer Candidate School.

2. Dates of attendance are:

3. Insert applicant name, failed to complete the course due to (provide reason why the course was not complete, and explanation or circumstances surrounding reason).

4. Insert applicant name, validates this information to be true and accurate.

5. POC for this memorandum is the undersigned at 703-607-0023.

LARRY L. REID
LTC, LG
Recruiting and Retention Commander

Figure 7. OCS Enrollment and Attendance History Memorandum
Initiated by RRNCO → Reviewed by RRSC → Reviewed by RRB BN Ops

Reviewed by NGB Waivers NCOIC → Reviewed by Chief, ROB → Returned to NGB Waivers NCOIC

Submitted to DMPM → Returned to NGB Waivers NCOIC → Returned to RRB BN Ops

Note: Disapproved/Return without action dispositions are routed back to the RRNCO.

Figure 8. Conduct and Administrative DMPM routing
Glossary

Adjutant(s) General [The] (TAG)
Refers to the Adjutants General of the 50 States, the Commonwealth of Puerto Rico, the territories of Guam and the Virgin Islands, as well as the Commanding General of the District of Columbia National Guard.

Conviction
When a judgment of guilty or accepted plea of nolo contendere is entered into adult criminal court records.

Glossary Non-Prior Service
Any applicant who has previously been separated from the U.S. Armed Forces and not awarded an MOS.

Nolle prosequi
Commonly called “nolle pros.” A formal entry on the record, by the prosecutor, that they will not prosecute the case any further. A nolle pros may be considered equivalent to dropping charges if the applicant has not had to meet any requirements by a governmental agency or court, there was no pretrial diversion and the prosecutor does not contemplate any further proceedings on the case and the case has not been handled through a pretrial deferment program.

Other adverse disposition (adult or juvenile)
Any finding, decision, sentence judgment, or disposition other than unconditionally dropped, dismissed, acquitted, or convicted. Participation in a pretrial diversion or intervention program as defined below is an OAD and shall be processed in the same manner as an OAD. Cases tried in juvenile court will always be treated as OAD. An example of an OAD are applicants with law violation(s) that occurred while attending school and were given the option to be suspended, expelled, or removed from the school district in exchange for not being criminally prosecuted.

Pretrial intervention or deferment
Every state has a program by which offenses are diverted out of the regular criminal process of a probationary period. While the programs vary from state to state, they all require the defendant to meet some requirement. When a condition is met (For example, reporting or non-reporting probation, diversion, Juvenile Alternative Services Program, restitution, community service, etc..) or after successful completion of which the charge is disposed of in a manner which does not result in a final adjudication of guilt. (Most often, the defendant is required to plead guilty to get accepted into the various programs.) Charges disposed of in this manner shall be processed as OAD.

Seasonal employment
Where labor is performed on a seasonal basis where, ordinarily, the employment pertains to or is of the kind exclusively performed at certain seasons or periods of the year and which, from its nature, may not be continuous or carried on throughout the year.

State(s)
As referred to in this regulation, the term State or States referrers, either singularly or collectively, to the 50 States of the United States, the Commonwealth of Puerto Rico, the Territories of Guam and the U.S. Virgin Islands, and the District of Columbia.