



NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1373

ARNG-HRR

20 December 2019

MEMORANDUM FOR Army National Guard (ARNG) Recruiting and Retention Force (RRF)

SUBJECT: SMOM 20-017, Letter of Acceptance Portal (LOA Portal) for scheduling Basic Officer Leadership Course (BOLC) for Reserve Officer Training Corps (ROTC) Cadets

1. References.

- a. Title 10, U.S. Code, Armed Forces, Subtitles B and E, Army and Reserve Components, Sections 531-532; Section 2111a; Section 12201; Section 12643.
- b. AR 145-1, Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training, 22 July 1996, Rapid Action Revision 6 September 2011.
- c. NGR 600-100, Commissioned Officers – Federal Recognition and Related Personnel Actions, 15 April 1994.
- d. DA Memo, FY18 Reserve Officers' Training Corps (ROTC) Accessions Guidance.

2. Background. The Letter of Acceptance portal (LOA Portal) is the system of record for tracking and management system used by State Officer Strength Managers, NGB and Cadet Command, which provides a common operating picture of available and assigned Cadets for a specific Mission year. In order for a Cadet to be assigned to a state, a LOA needs to be generated. The LOA Portal is a mechanism to submit LOAs electronically at the state level for execution by NGB to schedule a BOLC date.

3. A LOA is required for all ARNG Cadets: A LOA is required for all Cadets who will assess into the ARNG, to include Guaranteed Reserve Forces Duty, Early Commissioning Program, and those referred and selected by the ARNG Reserve Component.

4. OSMs will request access to the LOA Portal through <https://www.atrrs.army.mil/LOA/>. Once access is requested, email the Basic Branch Officer Accessions section for approval.

5. LOAs must be completed and signed within the portal prior to submission. BOLC will not be scheduled for ROTC commissions without a valid, executed LOA in the LOA portal. Paper copies will not be accepted as a substitute.

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6. NGB ROC uses LOA Portal to verify branch and assignment as a requirement to schedule and centrally fund ROTC Graduate BOLC-B Training Seats and training seat allocation / utilization.

7. On an annual basis, all LOAs will be processed into the LOA portal by the State OSM/OSM Section Fall Commissions NLT 01 NOV, and Spring Commissions NLT 01 MAR of the cadet's mission set year. This is to avoid long delays between commissioning and BOLC as much as possible.

8. This policy remains in effect until 20 December 2020.

9. The point of contact for this action is Basic Branch Officer Accessions Section Chief (ARNG-HRR): MAJ Jason Boothe, (703) 607-9634 or jason.s.boothe.mil@mail.mil.



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