



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

ARNG-HRR

14 April 2020

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

SUBJECT: SMOM 20-035, ARNG Officer/Warrant Officer Active Component to Reserve Component (AC2RC) Transition Program

1. References.

a. Army Regulation 135-91, Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Provisions, 14 March 2016.

b. Army Regulation 135-100, Appointment of Commissioned and Warrant Officers of the Army, 1 September 1994.

c. Department of the Army Pamphlet 611-21, Military Occupational Classification and Structure, 1 November 2018.

d. National Guard Regulation 600-101, Warrant Officers Federal Recognition and Related Personnel Actions, 10 September 2018.

2. This memorandum rescinds SMOM 20-030.

3. Purpose. Provide processing guidance for active component Soldiers transitioning into the Army National Guard for the 54 States, Territories and District of Columbia, and Career Counselors located at the Reserve Component Transition Centers. The ARNG AC2RC Officer/Warrant Vacancy Request form (HRR Form 207), lists the required information and documents, in order for States to make a determination and accept a Soldier into their formations. HRR Form 207 is available for download on milSuite at <https://www.milsuite.mil/book/docs/DOC-778720>.

4. Effective immediately, HRR Form 207 is mandatory for all Career Counselors to complete and verify eligibility of the Active Component (AC) Soldier. Each Career Counselor who is located at an active-duty installation transition center will complete the HRR form 207 and submit it to the State Officer Strength Manager (OSM) or Warrant Officer Strength Manager (WOSM) to review and make a determination for acceptance. The HRR Form 207 replaces the requirement for a Letter of Acceptance (LOA). Certification and acceptance by the State should be received within 72 hours. If no response, the Career Counselor will place the qualified Soldier in an open vacancy, as

ARNG-HRR

SUBJECT: SMOM 20-035, ARNG Officer/Warrant Officer Active Component to Reserve Component (AC2RC) Transition Program

identified by HRR-AC Officer, Specialty Branch, and Warrant Officer Sections, and forward the packet to the State point of contact.

5. AC2RC Career Counselors will make every effort to contact the State OSM/WOSM, via phone and email. If no response with 24 hours, the second attempt request will be elevated to State leadership RRC or CCWO. Finally, after 48 hours, the Career counselors will make a third attempt and include HRR-AC Officer team via email at ng.ncr.ngb-arng.mesg.svc-ac2rc-officer-accessions-owner@mail.mil. The Career Counselor will not place the Soldier in an open vacancy until after 72 hours from initial attempt and authorized by HRR-AC Officer team utilizing the HRR Form 207.

6. This message remains valid until rescinded by ARNG-HRR-AC.

7. Point of contact for Warrant Officer Accessions is CW4 Jennifer Fotinos at (703) 607-2927 or jennifer.d.fotinos.mil@mail.mil.

8. Point of contact for AMEDD, JAG, and Chaplain Accessions is MAJ Troy Forston at (703) 601-2260 or troy.d.forston.mil@mail.mil.

9. Point of contact for Basic Branch Officer Accessions is MAJ Jason Boothe at (703) 607-9634 or jason.s.boothe.mil@mail.mil.

Encl
HRRForm 207

GILBERT.DANIEL.E
LIAS.1081369476

Digitally signed by
GILBERT.DANIEL.ELIAS.108136
9476
Date: 2020.04.22 07:37:07 -04'00'

DANIEL E. GILBERT
COL, LG
Chief, Strength Maintenance Division
Army National Guard