



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

ARNG-HRR

5 May 2020

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

SUBJECT: SMOM 20-036, Guidance for Shipping During COVID-19 and Temporary Education Verification Exceptions

1. References.

a. AR 601-210 (Regular Army and Reserve Components Enlistment Program), 31 August 2016.

b. Memorandum, ARNG-HRR, PPOM 20-012, subject: FY20/21 Accession Options Criteria, 1 April 2020.

c. Memorandum, ARNG-HRR, PPOM 19-049, subject: FY20/21 Strength Maintenance MEPS Processing, 9 October 2019.

2. **Purpose.** To provide clarifying guidance related to shipping during COVID-19 and temporary guidance related to verification of education documents for shipping.

3. **Background.** Training and Doctrine Command (TRADOC) is tasked with protecting the training pipeline from a COVID-19 outbreak, which is being accomplished by the implementation of new policies and guidance.

(a) TRADOC has implemented a policy that requires a 14-day quarantine for select scheduled initial entry training shippers.

(b) Soldiers arriving at training installations are transported using sterilized means of transportation.

4. **BT Only, Phase I, Standard Training (thru ticket), OSUT, and OSUT STO I:** Soldiers scheduled for the basic training path have the 14-day quarantine built into the current training path. Soldiers will complete training and return to the home station or ship to the next phase of training. This includes all State OCS Soldiers and 09R1 (SMP) Soldiers. No additional action is required of the State. National Guard Bureau (NGB) Recruit Sustainment Program (RSP) section will manage training installation shipper capacity using the eligible ship roster. Updates will be provided to the Recruiting and Retention Commander (RRC) weekly. STOI shippers are authorized to ship at 100% capacity weekly.

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**5. AIT Only and Phase II:** Soldiers scheduled for the advanced individual training (AIT) path are required to ship to the training installation 14-days prior to the AIT start date (Example: If a Phase II Soldier is scheduled to begin AIT on 4 June, the Soldier will ship on 20 May). Commanders at all levels must take due care to ensure that affected Soldiers are treated fairly and are provided the appropriate information regarding why their ship date is adjusted. Moreover, organizations must apply their best military judgement to safeguard long-standing relationships with the community – this includes parents, educators, and other influencers. It is worth noting that Soldiers who cannot meet their revised STO ship timeframe may have to wait up to 12 months for another STO II ship date.

(a) REQUEST Operations Center (ROC) will adjust STOII ship dates in REQUEST in two week increments. STOII shippers are authorized to ship at 100% capacity weekly.

(b) NGB RSP section will track updates on the eligible ship roster and provide weekly updates to the RRC.

(1) States are required to review the weekly eligible ship roster and annotate in memorandum format all Soldiers who are able to ship.

(2) Memorandums must be submitted no later than 1900 EST of each Monday to the NGB RSP section. Points of contact MSG Jabin Wade at [jabin.k.wade.mil@mail.mil](mailto:jabin.k.wade.mil@mail.mil) and SFC Marcus Jackson at [marcus.e.jackson1.mil@mail.mil](mailto:marcus.e.jackson1.mil@mail.mil).

(c) Soldiers contracted to train in Career Management Field (CMF) 11 or 19, and scheduled to ship to Fort Benning, GA are not subject to the added quarantine requirements. Quarantine procedures have been incorporated within training guidance for this cohort.

(d) The Recruiting and Retention Battalion (RRB) should begin discussions with all AIT (Phase II) shippers with dates after 28 May 2020 and inform of changes outlined in this policy.

(e) Discretion to determine conditions surrounding contract renegotiation (RENO) related to this cohort is withheld to the RRC. However, priority is given to those related to high school graduation requirements and academic alignment.

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(f) Military Entrance Processing Station (MEPS) Guidance Counselors (GC) will ensure the following:

1. MIRS projections are updated and reflect the new ship date for all Phase II shippers.

2. Print new training reservations and coordinate with the travel management office at the MEPS in an effort to obtain new orders, itineraries, and meal vouchers for the scheduled shipper.

3. Ship confirm all shippers on the day of shipping from the MEPS.

**6. Shipper Priority.** Shipper priority will be managed by the Recruiting Operations and RSP branch. Conditions related to priority shipping is related to MOS, Warrior status, and enlistment date.

(a) Soldiers unable to ship to training within the RRB will have their training cancelled as outlined in references 1b and 1c.

(b) Soldiers unable to ship to their scheduled date may have their training delayed up 12 months.

**7. Education Verification Documents.** Every attempt will be made to obtain verification letters (NGB Form 900) which indicate the student is scheduled to advance to the next grade or has met all course requirements to graduate at the end of the school year.

(a) Prior to shipping, a school official must provide verification (at minimum, telephonic verification to authorized recruiting personnel) confirming the student has completed all requirements for advancement or graduation and will receive a transcript or diploma when the school reopens.

(b) Telephonic or email verification must include the name of the applicant, date of birth, name of the school, school address, school phone number, date of graduation, name, and title of individual providing verification, and name and title of individual conducting verification. Verification of education may be obtained from the principal, registrar, school guidance counselor, or the custodian of records. The area NCOIC/RRSC will transcribe telephone verification in memorandum format. Verification will be uploaded in the ERM under the document name 'Telephone Verification Memorandum'.

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(c) Additional authorized education source documents include an email from the school official and photo/image copy of diploma. Official verification documentation must be uploaded into the applicant's ERM once received by the Shipper or school.

8. Point of contact for this memorandum is Mr. Matthew Saracco at [matthew.r.saracco.mil@mail.mil](mailto:matthew.r.saracco.mil@mail.mil).



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# Enclosure – RSP COVID-19 Shipper Battle Rhythm

