



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
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ARLINGTON, VA 22202-3231

NGB-ARH

17 May 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Change 6, Army National Guard Enlistment Criteria Memorandum (ARH Memo 04-013)

1. Effective 1 June 2004, the approval authority for accession waivers will be transferred from NGB-ARH to NGB-ASM. The last day NGB-ARH will accept waivers will be 28 May 2004. All waiver requests submitted after 28 May 2004 will be submitted electronically and processed utilizing the Guidance Counselor Redesign (GCR) system.
2. Exceptions to policy will also be submitted utilizing the GCR system. NGB-ASM will be responsible for forwarding the exceptions to policy to NGB-ARH for processing. Once the exception to policy is completed by NGB-ARH, the states will receive notification through GCR from NGB-ASM. The process for medical waivers will remain the same with NGB-ARS being the approval authority. The process for requesting line score waivers will remain the same as well. Line score waivers are processed telephonically through the REQUEST Operation Center in NGB-ASM. As a reminder, the DoD waiver codes are enclosed that go into effect on 1 June 2004. These codes match the codes within GCR.
3. States are highly encouraged to ensure individuals responsible for processing waivers through GCR are familiar and ready to proceed on 1 June 2004. The waivers processed during the test phase utilizing GCR have been completed within 24 hours of submission. By utilizing GCR, the processing time of waivers will be dramatically decreased. The workflow for the waiver request will simultaneously be sent to NGB-ASM and proceed up the chain of command in the state. Once the waiver is approved/disapproved at NGB (pending state concurrence), the system will generate an email to the appropriate chain of command in the state with a notification.
4. Points of contact in NGB-ASM for this action are MSG Bassett at 703-607-2050 and/or SFC Hale at 703-607-3520. NGB-ARH POC is SFC Johnson at 703-607-5350 and the POCs at NGB USAREC Liaison office are SFC Jon Leppala at 502-626-1391 and Rick Bragg at 502-626-1123.

2 Encls

1. DoD Waiver Codes
2. Attachment to Change 6


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DISTRIBUTION:

Each State/Territory MILPO
Each State/Territory RRM
NGB-ASM
NGB-ARS
NGB-JA

SUBJECT: Attachment to Change 6, Army National Guard Enlistment Criteria Memorandum

1. Effective 1 June 2004, the following changes will go in effect with regards to processing all enlistment waivers. These changes will ensure that the new waiver process is utilized properly. Especially since all waivers will be done electronically. Listed below are the changes:

- a. Paragraph 2-25 b. Waiver authority should read "CNGB (NGB-ASM)."
- b. Table 2-1 Lines 12, 15, 36, 44, 45, and 46 waiver authority should read "CNGB (NGB-ASM)."
- c. Table 2-3 Line 22 delete Contact NGB-ARH for determination of 4th degree, Table 2-3, Line 90 should read "Waiver authority: CNGB (NGB-ASM)."
- d. Table 2-4 Line 1c, Line 2c , Line 3c, Line 4b, and 5a should read "CNGB (NGB-ASM)."
- e. Paragraph 2-8c (7) and (8) should read "Authority: CNGB (NGB-ASM)."
- f. Paragraph 2-17a (7) will be an exception to policy and (8) b should read "Be forwarded through the AG to CNGB (NGB-ASM)."
- g. Paragraphs 2-41c, 2-42e, and 2-45c Waiver authority should read "CNGB (NGB-ASM)."
- h. Paragraph 2-52c should read, "All requests for exception to policy on the waiting periods must be submitted through the Guidance Counselor Redesign (GCR) system with a recommendation signed by the AG to NGB-ASM. NGB-ASM will review the request and then forward it to NGB-ARH for approval or disapproval."
- i. Paragraph 2-53e should read, "Forward all NGB level waivers (except medical) through the GCR system to NGB-ASM for processing. See paragraphs 2-8 and 2-18 for medical waivers."
- j. Paragraph 2-56b should read, "All exceptions must be submitted through the appropriate chain of command to the State AGR and submitted through the GCR system to NGB-ASM. NGB-ASM will review the request and forward it to NGB-ARH for approval or disapproval. Exceptions to policy are granted on a case-by-case basis only."
- k. Table 2-5 Medical Other medical condition Approval Authority should read CNGB (ARS).
- l. Page 52, should read "Use NGB Form 22-3 for all waiver requests for personnel applying for enlistment or reenlistment in the ARNGUS. The State AG or designated representative will authenticate the form for any request for waiver submitted through the GCR system to NGB-ASM for processing. "

UC 7 Screen Requirements
Waiver Codes

	A	B	C	D	E
1	GCR Waiver Code	Waiver Description	Approval Authority	NGB Code	New NGB
2		Administrative			
3	YYY	Not Applicable		YYY	YYY
4	AYA	Age		AYB	AYA
5	NEED SCR	Citizenship (PS Only)		AAB	AAB
6	Dependents	Administrative			
7	BAB	Military Spouse Waiver		AAB	BAB
8	BBB	Number of Dependents		ABB	BBB
9	Mental Qualifications	Administrative			
10	CYB	Line Score Exceptions	- an exception will be on the 12 card where any of the 10 current composite scores, overriding the score. Put in the remarks on 1966 pg 3 how many points were given for this applicant. Override indicator factor. Look at the factor to see if it is one of the composites. Take the remarks associated with this action - also on the 12 card.	CYA	CYB
11	Law Violations	Moral			
12	DAE	Traffic (Minor)	BN/AG Level	BAB	DAE
13		Traffic (Serious)	CNGB Level	BBA	Deleted
14	DCE	Non-Traffic (Minor)	BN/AG Level	BCB	DCE
15		Non-Traffic (Serious)	CNGB Level	BDA	Deleted
16	DDE	Misdemeanor	BN/AG Level	NONE	DDE
17	DEB	Felony (Adult)	USAREC/CNGB	BEA	DEB
18	DFB	Felony (Juvenile)	USAREC/AG	BFB	DFB
19	DEE	Felony (Adult BN Level Marijuana Only)	BN/AG Level (All Marijuana for Guard)	BBB	DEE (Self-Admit)
20	DFE	Felony (Juvenile BN Level Marijuana Only)	BN (Other Drug Use for Guard) CNGB Level	BCA	DFC (Self-Admit)
21	FDE	Positive DAT (THC)	AG Level		FDE
22	FDB	Positive DAT (Other)	CNGB		FDB
23	Previous Military Separation	Administrative			
24	EAA	RE-Code Approved by DA	HQ DA	NONE	EAA
25	EAB	RE-Code Approved By USAREC/CNGB	USAREC/CNGB	CAA	EAB
26		RE-Code			
27	EAE	RE-Code Approved By BN CDR (Pregnancy and Parenthood)	USAREC/AG Level w/o Pregnancy/Parenthood listed.	NONE	EAE
28	EBA	Grade Determination DA or ARPERSCOM	DA/AG for NG	NONE	EBA
29	EBE	Grade Determination BN (USAR)	BN	NONE	
30	ECE	Lost Time (5 days or less)	BN	NONE	

UC 7 Screen Requirements
Waiver Codes

	A	B	C	D	E
31	ECA	Lost Time (6 or more days)	DA	NONE	
32	EDB	Discharged for Medical EPTS	CNGB	NONE	EDB
33	Positive DAT	Medical			
34	FDE	BN Waiver	BN/MILPO Level	NONE	
35	FDB	USAREC Waiver	USAREC/TAG	NONE	
36	Medical Waivers	Medical			
37	HAB	Height	CNGB (Command Surgeon)	HAA	HAB
38	HBB	Weight	CNGB (Command Surgeon)	HBA	HBB
39	HCB	Medical	CNGB (Command Surgeon)	HCA	HCB
40		Administrative			
41	JYB	Sole Survivor		NONE	JYB
42	NYA	Conscience Objector		NONE	NYA
43	PYE	DEP Separation		NONE	PYE